



OVW Fiscal Year 2015 SEXUAL ASSAULT JUSTICE INITIATIVE Solicitation

Release Date

This solicitation was released on or about September 1, 2015.

Eligibility

Applicants are limited to:
States, units of local government, and Indian tribal governments that partner with a prosecution office; and prosecution offices serving statutorily-defined rural areas.
(See [Eligibility](#))

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on October 13, 2015.
(See [Submission Dates and Times](#))

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with [Grants.gov](#) no later than September 29, 2015).
(See [Registration](#))

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to virginia.baran@usdoj.gov by September 29, 2015. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.
(See [Letter of Registration](#))

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 305-2093.

In Fiscal Year 2015, OVW applications will be submitted through Grants.gov. For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement: OVW-2015-4322.

It is anticipated that all applicants will be notified of the outcome of their applications by December 31, 2015.

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OVW Sexual Assault Justice Initiative (CFDA 16.590)

A. Program Description

Overview

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

About the Sexual Assault Justice Initiative

This program is authorized by 42 U.S.C. §3796hh, et seq.

The Sexual Assault Justice Initiative (SAJI) will support enhanced community responses to sexual violence with an emphasis on prosecution. This initiative involves the development and implementation of performance measures that look beyond just conviction rates and reflect promising practices for prosecuting sexual assault. The following passage from a report by AEquitas: The Prosecutor's Resource on Violence Against Women describes the context out of which the SAJI emerged:

The justice system is a critical component of a comprehensive response to sexual violence; there is no true offender accountability without it, and, for many victims, it is an important part of healing. When the justice system is ineffective or unresponsive, it not only fails to support victims and keep communities safe, but it has the power to undermine prevention, advocacy, and other critical efforts. The criminal justice system response requires the participation of many professionals. Few, however, have as great an impact on offender accountability and community safety as the prosecutor.¹ The prosecutor serves as the gatekeeper to the criminal justice system,² and has sole, but not unlimited, discretion in determining who and what to charge.³ Prosecutors' utilization of research-informed decision making, therefore, is pivotal to the just application of the law.

¹ Jackson, Robert H. (April 1, 1940). *The Federal Prosecutor*. Address Before U.S. Attorneys Serving in Federal Judicial Districts at Second Annual Conference on U.S. Attorneys. Transcript available at: <http://www.justice.gov/sites/default/files/ag/legacy/2011/09/16/04-01-1940.pdf>.

² Farrell A., McDevitt J., Pfeffer R., Fahy S., Owens C., Dank M., & Adams W. (2012). *Identifying challenges to improve the investigation and prosecution of state and local human trafficking cases*. Washington, DC: National Institute of Justice. (NCJ 238795). Available at: <http://www.urban.org/UploadedPDF/412593-State-and-Local-Human-Trafficking-Cases.pdf>.

³ United States v. Peskin, 527 F.2d 71 (7th Cir. 1975).

Sexual assault cases are some of the most difficult to prosecute. Although experience and specialized knowledge greatly enhance the likelihood of positive trial outcomes in these cases, experienced prosecutors know that a not-guilty verdict does not necessarily equate with “losing.” A prosecutor who never loses a sexual assault case is likely charging and prosecuting only the “safe” cases, as opposed to cases that are just as important but may seem less “winnable,” due to, for example, less available or unavailable “traditional” evidence, such as eyewitnesses or DNA.

For many reasons, ranging from bias to resource shortages to concern about conviction rates, prosecutors weed out far too many cases because they wrongly believe they cannot win them. Compounding these challenges is the belief that a high conviction rate is an accurate indicator of an effective prosecution response. The tendency to rely on conviction rates to measure the effectiveness of the prosecution response is understandable. A conviction is one of the few quantifiable outputs available, and the justice system has historically focused on a conviction as the sole measure of an offender’s accountability, and, therefore the sole measure of success. But are conviction rates an accurate measure of effectiveness? Do they measure the quality of the process and prosecution strategies or the relative difficulty of the cases taken forward? Do conviction rates alone capture the impact of prosecution on the wholeness and healing of the victim? Or capture the impact of the prosecution of challenging cases on community safety and the prevention of future crimes? Is there a way of measuring the effectiveness of practices in these cases that would allow prosecutors to improve and sustain them?

Jennifer Long & Elaine Nugent-Borakove, [Beyond Conviction Rates: Measuring Success in Sexual Assault Prosecutions](#), *STRATEGIES*, 12, (Apr. 2014).

Therefore, to support the use of effective prosecution strategies and better ways of measuring success, OVW will partner with AEquitas and up to eight communities whose prosecutors’ offices are committed to pursuing justice in these historically challenging cases. Each of the eight sites will receive funding and technical assistance to implement a set of performance measures that link to best practices and account for victims’ and other stakeholders’ perceptions of retributive, restorative, and procedural justice.

An independent evaluator will also be selected by the National Institute of Justice to assess the impact of the measures on case retention and attrition, charging decisions, and other outcomes such as victim safety and satisfaction. The focus of the independent evaluation will not be on how effective each prosecutor’s office is, but rather, on how well the performance measures capture practices defined by the field as enhancing prosecutorial success, with “success” defined more broadly than achieving a conviction.

This initiative is funded through the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program, the Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program, and the Tribal Governments Grant Program. For additional information on these programs, including what past grantees have accomplished with their grant funds and to view the programs’ progress report forms, see <http://muskie.usm.maine.edu/vawamei/VAWAMEI/reports.htm>.

About the Performance Measures

The set of performance measures that pilot sites will adopt will be finalized in early 2016. They will be linked to promising practices for prosecuting sexual assault. For instance, one promising practice is to proactively identify Federal Rule 404b evidence (i.e., evidence of prior crimes or bad acts) by reviewing historical records (e.g. National Crime Information Center (NCIC), school records, news archives, social media history) and looking at all incidents or calls for service involving the accused. A corresponding performance measure might be the number of cases in which a motion was filed to introduce 404b evidence (i.e., to show lack of mistake, intent, or common plan, etc.). Another corresponding measure could be the number of cases in which Rule 404b evidence was admitted at trial against an accused.

Another recommended practice is the use of a trauma-informed approach to prosecuting sexual assault. Corresponding performance measures could include, but are not limited to: the rate at which victims report they felt informed and prepared at each stage of the justice process, the number of referrals made for advocacy and other victim services, and the number of cases in which the prosecutor filed a pre-trial motion to allow an advocate to sit with the victim when the victim testifies.

Pilot sites will receive proactive technical assistance and training related to implementing promising practices and using the performance measures.

Scope of the Project

Through this solicitation, OVW invites communities to apply to be pilot sites for the SAJI. Applicants must be states, units of local government, or tribal governments partnering with a prosecutor's office (see [Eligibility](#)). In addition, prosecutors' offices targeting statutorily-defined rural areas⁴ can apply directly. Pilot sites should share the Department of Justice's commitment to improving the justice system's response to sexual assault, and, furthermore, they should already be, or be willing to:

- Implement promising practices for sexual assault prosecution;
- Explore ways of measuring prosecutorial success beyond conviction rates;
- Enhance existing partnerships with sexual assault victim services providers (e.g., rape crisis centers), law enforcement agencies, and sexual assault medical forensic services providers (e.g., SANE programs) in their communities to improve the response to sexual assault; and
- Receive technical assistance and participate in the evaluation of the initiative, which will extend one year beyond the funding period.

SAJI pilot sites will receive funding of up to \$400,000 for two years to participate in the initiative. Funding can support staffing, training, technology upgrades, and other resources needed for the prosecutor's office to participate in the initiative and its evaluation. Each pilot site will receive technical assistance and training from AEquitas to implement the performance measures and

⁴ The statute defines the terms "rural area" and "rural community" as: "(A) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; (B) any area or community, respectively, that is—(i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and (ii) located in a rural census tract; or (C) any federally recognized Indian tribe."

enhance their approach to prosecuting sexual assault. Each site must participate in the evaluation of the initiative.

Depending upon the type of applicant and the relevant funding stream, SAJI funds can be used to support:

- Centralization and coordination of prosecution, law enforcement, and judicial responsibility for sexual assault in teams or units of prosecutors and law enforcement officers;
- Strengthening victim services for victims of sexual assault;
- Development and implementation of training programs for prosecutors and allied criminal justice professionals that are collaborative, victim-centered, and offender-focused;
- Development and strengthening of policies, protocols, and training for law enforcement officers and prosecutors regarding the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;
- Development, enhancement, or strengthening of programs addressing sexual assault, including sexual assault forensic examiner programs, Sexual Assault Response Teams, law enforcement training, and programs addressing untested and backlogged rape kits;
- Development and implementation of policies and training for law enforcement, prosecutors, probation and parole officers, and the judiciary in recognizing, investigating, and prosecuting sexual assault cases, with an emphasis on recognizing the threat to the community for repeat crime perpetration by offenders;
- Development or strengthening of policies, protocols, and training for law enforcement, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault against older individuals, individuals with disabilities, and immigrant victims, including the appropriate use of applications for nonimmigrant status under subparagraphs (T) and (U) of section 1101 (a)(15) of title 8;
- Development of policies, data collection systems, and training in law enforcement agencies and prosecutors' offices to improve tracking of cases and classification of complaints involving sexual assault, which shall incorporate confidentiality and privacy protections for victims;
- Education for judges and other criminal court-based and court-related personnel about sexual assault, and improving the judicial handling of such cases; and
- Development of human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols, and HIV testing programs, counseling, and prophylaxis for victims of sexual assault.

Activities supported by the SAJI are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [Financial Guide](#), any updates to the Financial Guide, and the conditions of the recipient's award.

Activities that Compromise Victim Safety

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;⁵
- Policies or practices that discourage prosecutors from accepting cases for victims who do not have physical evidence of sexual assault;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring victims of intimate partner sexual assault to file for a protection order or file criminal charges against their abusers as a condition of receiving services;
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims;
- Imposing restrictive conditions on victims in order for them to receive services (e.g., requiring a sexual assault victim to report the offense to law enforcement to receive a medical forensic examination, counseling or advocacy services); and
- Procedures that indicate criminal record background checks are performed on individuals presenting for services prior to providing those individuals with services.

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

Out-of-scope Activities

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

- Research projects (not including program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the Solicitation Companion Guide at: <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>).
- Direct legal representation or other civil legal services.
- Prevention activities, including awareness campaigns.
- Child abuse or family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.

⁵ If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on Violence Against Women Act Non-Discrimination Provision under Section F. Federal Award Administration Information.

- 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 (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.
- Sex offender registry development or maintenance.

B. Federal Award Information

Availability of Funds

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

Award Period

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 24 months. The award period will start on January 1, 2016.

Award Amounts

Applicants should carefully consider the resources needed to implement the proposed project and present a realistic budget that accurately reflects project costs. Reasonableness of the budget will be a factor assessed during application review. Awards will be made for up to \$400,000. Awards will be made as cooperative agreements.

OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award. For more information on budgets, and things that must be included, please see [Budget Detail Worksheet](#) and [Narrative](#).

C. Eligibility Information

It is important that applicants review this information carefully. If an applicant is unclear on what it must include with the application, the applicant is advised to contact OVW to request guidance.

Applications that are submitted from ineligible entities, or which do not include the requisite eligibility documentation or certifications, will not be considered for funding.

The SAJI is supported through funds from the Arrest, Rural, and Tribal Governments Programs. Therefore, of the pilot sites, at least two of the selected sites must propose to serve statutorily-defined rural areas, and at least one must be a tribal government.

Because the SAJI is supported through multiple funding streams, each of which has its own statutory requirements, applicants must determine which program can support their project and provide that program's requisite certifications and/or eligibility documentation. **Use the Eligibility Form in Appendix E to determine which program can support your project if your application is selected for funding.**

Eligible Applicants

Eligible entities for this program are:

- **States**, meaning any of the states and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.
- **Units of local government**, meaning any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.
- **Indian tribal governments**, meaning a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 *et seq.*)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- **If the applicant is proposing to serve a statutorily-defined rural area or rural community, a prosecutor's office** can apply directly for SAJI funding. Use the Eligibility Form in Appendix E and the Rural Eligibility Determination and Documentation Process in Appendix F to determine if the targeted area is a rural area or rural community. **Any application submitted directly by a prosecutor's office that does not demonstrate rural eligibility will not be considered eligible for funding.**

Required Partnerships

Applicants must partner with, and provide letters of commitment from:

- A prosecutor's office (unless the applicant is a prosecutor's office serving a rural jurisdiction);⁶
- A sexual assault victim services organization; and
- A law enforcement agency.

Applicants without the required partnerships will not be considered for funding.

Other Eligibility Requirements

Applicants must submit a completed Eligibility Form with their applications. If applicable, rural eligibility must be demonstrated according to the instructions in Appendix F: Rural Eligibility Determination and Documentation Process.

Applicants that are not targeting rural areas or rural communities, and are not tribal governments, must certify to the requirements of the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. These requirements, and sample certification letters, can be found in Appendix G. **Failure to supply the required certifications with the application will result in the application being removed from consideration for funding.**

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

⁶ For projects **not** serving rural areas, for which a prosecutor's office may **not** apply directly for funding, note that the state or local government that applies can pass through funds to a prosecutor's office, but the applicant is still responsible for ensuring compliance with all requirements of the award.

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on Grants.gov or at the OVW website at <http://www.justice.gov/ovw>. Applicants can contact (202) 305-2093 to request a paper copy of the application materials.

Content and Form of Application Submission

Letter of Registration

Applicants intending to apply for FY 2015 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with [Grants.gov](http://www.grants.gov). The letter should be submitted to OVW at virginia.baran@usdoj.gov by September 29, 2015. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

Application Contents

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

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

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

- Double spaced (Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Correct page numbers
- No more than 20 pages for the Project Narrative
- Word documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)

Application Requirements

Applications must include the following required documents. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

- Summary Data Sheet (5 points)
- Application Questionnaire (65 points)
- Budget Detail Worksheet and Narrative (10 points)
- Letters of Commitment (15 points)
- Eligibility Form and Related Documents (5 points)

Summary Data Sheet (5 points)

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

- Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see [Application for Federal Assistance \(SF-424\)](#) for the definition of the AOR).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Name(s) of key partner agencies or organizations, including a prosecutor's office, a sexual assault victim services provider, and a law enforcement agency.
- Statement as to whether the organization applying will serve as a fiscal agent/sponsor for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in letters of commitment submitted as part of the application.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
- A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2015 to do similar work (see [Appendix E: Summary of Current and Pending Non-OVW Grants to do the same or Similar Work](#)).
- Summary of Current and Recent OVW Projects (if applicable; see Appendix D for a template)
 - If the applicant has a current grant award or cooperative agreement under any OVW program, or received an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be included.
 - i. Identify all grants by OVW program, award number, and project period.

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

Application Questionnaire (65 points)

Responses to the Application Questionnaire must not exceed 20 pages in length, double-spaced (i.e. 20 pages for the entire response, not 20 pages per question). The questions that refer to the “prosecutor’s office” should be answered regarding the prosecution office which is the applicant or is partnering with the applicant. The questions that refer to “jurisdiction” should be answered with respect to the jurisdiction associated with the application.

Responses will be scored on the extent to which they:

1. Demonstrate readiness to participate in the initiative and potential to generate new knowledge about how to effectively prosecute sexual assault;
2. Demonstrate a commitment to implementing effective practices for sexual assault prosecution, and using accountability-related performance measures; and
3. Reflect a coordinated community response to sexual assault, in which prosecutors, law enforcement, community-based advocates, and forensic healthcare providers play critical roles.

The Application Questionnaire comprises the following sections:

1. Why does the prosecutor’s office want to participate in the Sexual Assault Justice Initiative?
2. Describe the jurisdiction represented by the prosecutor’s office, including any changes in the type or characteristics of sexual assaults handled by the jurisdiction.
3. Describe how the prosecutor’s office is organized (i.e., is there a specialized unit that handles sexual assault cases, or are those cases distributed across the office).
4. Describe strengths and weaknesses in how the prosecutor’s office handles sexual assault cases. Identify the challenges (e.g., resources, policy and system barriers, and training gaps) to prosecuting sexual assault cases in the jurisdiction.
5. Describe the elements on which prosecutors who handle sexual assault cases are assessed through performance reviews and promotion considerations. Explain the extent to which conviction rates figure into their performance appraisals and career advancement.

6. Describe what the prosecutor's office needs—in terms of staffing, technology, and other resources—to fully participate in the SAJI, meaning implement best practices and the SAJI performance measures.
7. Explain how the prosecutor's office works with community-based sexual assault victim services providers (e.g., a rape crisis center), law enforcement, and forensic healthcare providers (e.g., a SANE program) to address sexual assault.
8. Describe policies and practices in the jurisdiction related to rape kit submission and analysis, and evidence retention and storage.
9. Describe any alternative reporting options available to victims in the jurisdiction who seek a forensic medical exam but might choose not to report their assaults to law enforcement.
10. Describe any activities outside the prosecutor's office that will be supported through SAJI funds. (See pages 7 – 8 for a list of activities that SAJI funds can support.)
11. Does the jurisdiction have an active Sexual Assault Response Team (SART) or similar multi-disciplinary response team? If so, who participates? What are the SART's key accomplishments?
12. For calendar years 2013 and 2014, provide as much of the following information as is available for the jurisdiction: number of sexual assaults reported to law enforcement, number of sexual assault cases referred to the prosecutor's office, number of cases accepted for prosecution, and number of cases declined for prosecution (disaggregated by reason for declination, if possible).
13. **For tribal applicants only:** Describe how the tribal prosecutor's office and the United States Attorney's Office for its district collaborate on sexual assault prosecution strategies. Tribal applicants may exceed the 20-page limit by up to one additional page for this response.

Budget Detail Worksheet and Narrative (10 points)

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

Award Period and Amount

Budgets should cover a project period of 24 months, or two years, starting on January 1, 2016 and ending on December 31, 2017. Budget requests should not exceed \$400,000.

Budget Requirements

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

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

A Sample Budget Detail Worksheet is available in Appendix A. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the OVW Grants Financial Management Guide.

In addition, the budget should allocate a minimum of \$25,000 to use towards required travel and technical assistance over the two-year period. Applicants can insert the chart below into their budgets on the Travel line, if they wish. The chart can be modified as necessary. Note that travel for employees of partner entities should be reflected under Consultants/Contracts.

Cost for SAJI Kickoff and Closing Meetings (2)				
	Cost	People	Number	Total
Roundtrip airfare	\$900	3	2	\$5,400
Lodging	\$250	3	6	\$4,500
Ground transport	\$200	3	2	\$1,200
M&IE	\$71	3	8	\$1,704
Total Cost for 2 SAJI Meetings				\$12,804
Cost for other meetings or trainings				
Roundtrip airfare	\$800	3	2	\$4,800
Lodging	\$250	3	6	\$4,500
Ground transport	\$198.60	3	2	\$1,192
M&IE	\$71	3	8	\$1,704
Cost for other travel				\$12,196
Total for travel to OVW-sponsored meetings				\$25,000

Letters of Commitment (15 points)

Applicants must submit letters of commitment to participate in the project from a prosecutor’s office (unless the lead applicant is a prosecutor’s office serving a rural jurisdiction), a sexual assault victim services organization, and a law enforcement agency. Applicants are expected to have strong existing partnerships with community-based sexual assault victim services organizations and be able to demonstrate collaborative accomplishments.

Letters should be signed and dated by the Authorized Organization Representative (AOR) (see [Application for Federal Assistance](#) section for the definition of the AOR) of each partner agency/organization.

Letters must:

- Provide a history of the collaborative relationships among partners;
- Demonstrate meaningful coordination between the partners;
- Clearly state the roles and responsibilities that each partner will assume to ensure the success of the project;
- Identify the people who will be responsible for developing and implementing project activities;
- Commit to the collection and provision of data;
- Indicate partners’ commitment to participate in OVW-sponsored technical assistance and training projects, as well as the evaluation;

- 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).

Additional Required Information

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

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#) is available on the OVW website and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant”, please do not select “other.” Please pay careful attention to the amount of Federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for “Applicant” if the program solicitation requires a match. The individual who is listed in “Authorized Representative” must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the AOR, 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 Grants.gov.

Financial Accounting Practices

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

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2013? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form is found at: <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in Grants.gov.

Non-federal entities, other than state and local governments and Indian tribes, that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

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

Federal guidelines require that applicant organizations must (1) be registered in SAM prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a Federal awarding agency. Also, Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

Registration

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, and no later than September 29, 2015.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via Grants.gov according to the instructions. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. **Organizations must update/renew their SAM registration annually in order to maintain a current registration status.** Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

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

2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [Grants.gov](https://www.grants.gov/) and complete the registration. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

Submission Dates and Times

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T.** on October 13, 2015. Applications submitted after **11:59 p.m. E.T. on October 13, 2015** will **not** be considered for funding. Applicants experiencing difficulties submitting an application should refer to the [Unforeseeable Technical Issues](#) section of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours, and no less than 24 hours, before the deadline. After application submission, Authorized Organization Representatives (AOR) should closely monitor their email for any notification from [Grants.gov](https://www.grants.gov/) about a possible failed submission. The AOR will receive a minimum of two emails from [Grants.gov](https://www.grants.gov/). One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.

Please note that the [Grants.gov](https://www.grants.gov/) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see [Unforeseeable Technical Issues](#) for information on the steps applicants must follow if corrective action must be taken.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact virginia.baran@usdoj.gov no later than September 29, 2015 to request permission to submit an application by alternative means.

Unforeseeable Technical Issues

As previously stated, applicants should begin the registration process immediately, and no later than September 29, 2015. Furthermore, the applicant should begin the application submission process at least 48 hours and no less than 24 hours prior to the application deadline. This will

allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the [Grants.gov](https://www.grants.gov) Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, seven days a week, except closed for federal holidays.

If an applicant experiences unforeseeable technical issues that could prevent submission of an application by the deadline, the applicant must take the following actions:

1. Contact OVW at (202) 305-2093 or at virginia.baran@usdoj.gov, prior to the application deadline, stating that the applicant is experiencing unforeseeable technical issues, and provide a phone number and/or email address where the applicant can be reached; and
2. Contact the Grants.gov technical support number above prior to the application submission deadline.
3. *Within 24 hours after the deadline*, the applicant must again contact OVW at (202) 305-2093, or at virginia.baran@usdoj.gov, to request permission to submit the application. At this time, email the complete grant application and DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and attempts to verify that the technical issues were unforeseeable, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, and/or if records indicate that the application submission process was started less than 24 hours before the deadline, the application will be rejected as late.

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

OVW Policy on Late Submissions

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, unforeseeable technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, the application will not be considered for funding. If applicants follow the steps outlined above, OVW will consider an applicant's request for late submission. Extension of deadlines is not guaranteed and late submission does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness, and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR the application will be subject to both peer review and programmatic review before any funding decision is made.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Extraordinary Natural or Manmade Disasters

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

Intergovernmental Review

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the Financial Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

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

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

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

Conference Planning and Expenditure Limitations

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

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

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

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$25,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$30,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service

providers. Funds may also be used by persons whose positions are not grant-funded as long as these persons' roles and responsibilities are linked to the project's overall mission.

Program Assessments

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

Accommodations and Language Access

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

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

Pre-Agreement Cost Approval

Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the Financial Guide for more information on pre-award costs.

Program Income

Program income is income generated from the Federally-supported activities or earned as a result of the award and requires prior approval from OVW. Program income is not a requirement for this program.

Applicants that anticipate earning program income must include in the budget how the income will be expended. If approved, the program income will be in addition to the award amount and must be used for allowable activities of the program. Recipients that earn program income but did not anticipate earning program income at the time of the award must use the income generated for allowable activities of the program and reduce the award amount (rather than increase funds available for the program).

Unallowable Activities

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

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Construction

Other Submission Requirements

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via Grants.gov. Applicants that are unable to submit electronically must follow the instructions contained in the 'Note' in the [Submission Dates and Times](#) section.

Grants.Gov

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.Gov registration process. In order to apply for a grant, the applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at www.grants.gov. The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner. Please note that Grants.gov is **not** the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may include **only** the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains **any** characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		

OVW strongly suggests using simple titles for all documents, such as “FY 2015 OVW Project Narrative.” Please note that file names are limited to 50 characters. GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the AOR. The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

1. *Step 1:* Go to Grants.gov. Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with SAM
3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with Grants.gov.

Downloading a Grant Application Package

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to Grants.gov.

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours, and no less than 24 hours, before the deadline. AORs should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically for the FY 2015 SAJI, scoring will be as follows:

1. Summary data sheet: 5 points

2. Application questionnaire: 65 points
3. Budget narrative and detail: 10 points
4. Letters of commitment: 15 points
5. Eligibility form and related items: 5 points
6. Possible programmatic point *deductions*:
 - A. Formatting and technical requirements: up to 5 points
 - B. Activities that compromise victim safety: up to 10 points
 - C. Out-of-scope activities: up to 10 points
 - D. Past performance review: up to 20 points

While cost sharing or match-funding are not required, in the case of a tie OVW will assess the extent and viability of cost sharing to break the tie, as well as other factors such as geographic distribution of funding.

Review and Selection Process

Peer Review

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

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing for scope, activities that compromise victim safety, and, if applicable, past performance.

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

As a part of the programmatic review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

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

- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

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

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

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

High Risk Grantees

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

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by December 31, 2015.

F. Federal Award Administration Information

Federal Award Notice

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representation and the Point of Contact in GMS for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an

application. Additional information for each requirement can be found in the Solicitation Companion Guide at: <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>.

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

Awards under this program will be made as grants. Standard terms and conditions applied to all OVW grants can be found at:

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2014/12/17/standard_special_conditions_grants.pdf. Each OVW grant program has additional specific conditions that will be included in the award document immediately following the standard special conditions. Some awards will also have project-specific special conditions to ensure compliance with the statutory scope of the Justice for Families Program.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2015 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>.

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee's award may be frozen or terminated and the grantee may be denied continuation funding.

Reporting

Reporting Requirements

All OVW grantees receiving awards are required to submit a semi-annual progress report and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

Public Reporting Burden - Paperwork Reduction Act Notice

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact OVW at (202) 305-2093, or Virginia.baran@usdoj.gov.

For technical assistance with [Grants.gov](https://www.grants.gov), contact the [Grants.gov](https://www.grants.gov) Customer Support Hotline at 1-800-518-4726.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to these application guidelines are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application.

Application document	Page numbers	Date completed
Summary Data Sheet	13	
Application Questionnaire	14	
Budget Detail Worksheet and Narrative	15; Appendix A	
Letters of Commitment	16	
Confidentiality Notice Form	17	
Application for Federal Assistance (SF-424)	17	
Standard Assurances and Certifications	17	
Letter of Nonsupplanting	17	
Financial Accounting Practices	17	
Financial Capability Questionnaire	18	
Indirect Cost Rate Agreement (if applicable)	18	
Summary of Current and Recent OVW Projects	44; Appendix C	
Current and Pending Non-OVW Federal Grants to do the Same or Similar Work	46; Appendix D	
Eligibility Form (all applicants)	48; Appendix E	
Rural Eligibility Documentation (if applicable)	50; Appendix F	
Arrest Program Certifications (if applicable)	53; Appendix G	

Do not submit documents in addition to those specified in these application guidelines. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Appendix A
Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [Financial Guide](#).

Consultants/Contracts

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

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

Rent

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

Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

Indirect Costs

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

Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Purchase and/or Lease of Vehicles

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

Compensation for Partners

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

Non-Federal contributions

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

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

Budget Detail Worksheet

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

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

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

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

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

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

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

TOTAL PERSONNEL: \$ 212,700

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, Worker’s Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer’s FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315

Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
TOTAL FRINGE BENEFITS:		\$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

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

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

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the applicant in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the applicant's formal written travel policy.

TOTAL TRAVEL: \$ 12,000

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

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

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

TOTAL EQUIPMENT: \$ 1,500

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

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

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

TOTAL SUPPLIES: \$ 9,075

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
TOTAL CONSTRUCTION:		<u>\$ 0</u>

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

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

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

Subtotal Consultant Fees: \$ 37,950

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		Subtotal OVW-Mandated Training:		
Delivery of Sexual Assault Training	TBD	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
		Subtotal Sexual Assault Training:		

Subtotal Consultant Travel: \$ 8,705

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

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

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800
Subtotal Contracts:		<u>\$ 13,500</u>

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

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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

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

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

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

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

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

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

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

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

TOTAL OTHER COSTS: \$ 84,900

I. Indirect Costs – Indirect costs are allowed 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. Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely

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

TOTAL INDIRECT COSTS: \$ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

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

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
	Total Direct Costs \$412,811
I. Indirect Costs	\$ 28,183
	TOTAL PROJECT COSTS <u>\$ 440,994</u>
Federal Share Requested	\$ 440,994
Non-Federal (Match) Amount	\$ 0

Appendix B
Sample Letter of Registration

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [DUNS number]. [Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Applicant Name] will expire on [Expiration Date].

First Time [Grants.gov](https://www.grants.gov) Users ONLY - I understand that in order to submit an application for the FY 2015 [Grant Program Name], [Applicant Name] must be registered with [Grants.gov](https://www.grants.gov). I certify that [Organization Name] began the registration process with [Grants.gov](https://www.grants.gov) on [Registration Date].

OR

Repeat [Grants.gov](https://www.grants.gov) Users ONLY – I understand that upon application submission in [Grants.gov](https://www.grants.gov) the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](https://www.grants.gov), all information listed in [Grants.gov](https://www.grants.gov) must be current and active. [Applicant Name] verified that all information listed in [Grants.gov](https://www.grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

Appendix C
Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

Applicant Name								
Service Area:								
Size of Service Area:								
Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	TOTAL: \$467,850 A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
			TOTAL:	TOTAL:				
			\$1,232,000	\$717,850				

Appendix D
Summary of Current and Pending Non-OVW Federal Grants to do the same or
Similar Work

Summary of Current and Pending Non-OVW Federal Grants to do the Same or Similar Work

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	TOTAL: \$300,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

Appendix E
Eligibility Form

SAJI Eligibility Form

The Sexual Assault Justice Initiative is funded through several different VAWA funding streams, each of which has its own statutory eligibility and/or certification requirements. Answer questions 1 and 2 to determine whether you need to provide any eligibility documentation or certifications. Include this form, and any other documentation, with your application.

1. Does the project target a statutorily-defined rural community or rural area?

Yes

No

If you answered “yes”, and the applicant is **not** a tribal government, the applicant must demonstrate that it proposes to serve a rural area or rural community* by completing the steps in Appendix F. Appendix F contains the instructions for providing required documentation of rural eligibility. Please read the directions in Appendix F and submit documentation for all areas the application proposes to serve, i.e. every county and/or census tract. If proposing to serve a town or city or area within a county, the application must clearly identify which census tract(s) in that county those communities are in and include corresponding documentation that demonstrates they are eligible rural census tracts.

2. Is the applicant a tribal government?

Yes

No

If you answered “no” to questions 1 and 2 above, you must be able to certify to the requirements of the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. See Appendix G for instructions.

* Applications must propose to serve a *rural area* or *rural community*, as defined by 42 U.S.C. § 13925(a)(26) to mean (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract; or (c) any federally recognized Indian tribe. Please note that all areas outside of this definition cannot be served with this funding.

Appendix F
Rural Eligibility Determination and Documentation Process
(For Applicants that Are Not Tribal Governments and that Propose to Serve a Rural
Area or Rural Community)

Rural Eligibility Determination and Documentation Process

All eligible applicants must demonstrate that the targeted area to be served is a rural area or community, as defined by Statute. For the purpose of the Rural Program, a rural area or community is defined as: (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract. Rural grant funds **may not** be used to serve victims residing in census tracts that are not rural.

The following instructions will assist applicants in determining whether the areas in which they are proposing to serve is designated as “rural” using the definitions above. Once eligibility is determined, the following instructions describe how to obtain the necessary documentation confirming your eligibility which is required to be included with your application. Applications that do not provide the required documentation supporting the rural eligibility determination will not be considered for funding. If multiple service areas are proposed, supporting documentation is required for all proposed service areas.

If the application is proposing to serve a fully rural county, it must include the one-page print out from HRSA that identifies that county is fully eligible. If the application is proposing to serve a county that is partially rural, it must include a printout from the Census factfinder that shows the rural and urban population for each and every census tract in that county, and note which census tracts the project will serve. NO OTHER FORMS OF DOCUMENTATION WILL BE ACCEPTED.

Determining Eligibility

The following is a step-by-step guide to determine the eligibility of your service area.

1. Identify the county(ies) to be served by this project.
2. Click on the following link: <http://datawarehouse.hrsa.gov/RuralAdvisor/>
3. Select the State or Territory in the drop down menu.
4. Select the county in the drop down menu.
5. One of three messages will appear (Example 1: Yes! All locations in this county are eligible, Example 2: Some parts of this county are eligible, or Example 3: No location in this county is eligible).

EXAMPLE 1

Yes! All locations in this county (Charles Mix County, South Dakota) are eligible for Rural Health Grants.

Your eligibility has been determined for this county.

Documenting Eligibility for Example 1:

For all counties found fully eligible at this point, please print out this web page documenting eligibility (displaying the above message in green) and attach to your application as Rural Service Area Documentation. No further information is needed for this county.

This process needs to be completed for each and every service area. If you have additional service areas, go back to Step 1 and complete the same process for each area.

EXAMPLE 2

Some parts of this county (Pennington County, South Dakota) are eligible for Rural Health Grants. Please use the hyperlink above to check by specific address.

[Note] For this message, applicants must go to the Census FactFinder website. DO NOT attempt to document the service area by clicking on the referenced hyperlink and entering an address. Using the HRSA website to demonstrate an “address” is considered rural by this site DOES NOT meet the documentation requirements for OVW.

EXAMPLE 3

No location in this county (Minnehaha County, South Dakota) is eligible for Rural Health Grants.

Documenting Eligibility for Examples 2 and 3:

Although this county has been determined (in whole or in part) as ineligible as a service area through the initial tool, there may be census tracts within the county that are eligible. To determine eligibility of census tracts, complete the following:

1. For all counties found partially eligible or ineligible (Examples 2 and 3), please proceed to the following: <http://factfinder2.census.gov/> -
2. **Click on “Advanced Search” Tab above**
3. Click on “Show Me All” tab
4. On the left column click on “Geographies”
5. Under “Select a geographic type” select “census tract” (140)
6. Under “Select a state” select your state
7. Under “Select a county” select your county
8. Under “Select one or more geographic areas,” and click “Add to Your Selections,” select “All census tracts”
9. Close (“x”) that screen and Search “rural” under “Refine Your Search Results”
10. Select “P2” “Urban and Rural”
11. Click “View”

The resulting information will show the following for each census tract within that county:

- a. total population
 - b. urban population
 - c. rural population
12. **Print out all the pages** from this website that identify the total population, urban population, and rural population to document this information for all census tracts within this county. This documentation must be attached to your application.⁷
 13. Any census tracts in which more than 50% of the total population is listed as “rural” are eligible service areas.

⁷ Include the printouts for all census tracts within a county so it is clear how many census tracts within a county are being targeted by the proposed project.

Appendix G

Arrest Program Certification Requirements and Sample Certification Letters

(For Applicants that Are Not Tribal Governments and Are Not Proposing to Serve a Rural Area or Rural Community)

To receive funding under the Arrest Program, states or units of local government 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 parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
- (4) Certify that their laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony sexual assault, domestic violence, dating violence, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating 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, modification, enforcement, dismissal 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, trial of, or sentencing for 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, trial of, or sentencing for the offense.

HIV Certification

In addition to the certification of eligibility requirements mentioned above, under 42 U.S.C. § 3796hh(d), all states and units of local government that receive Arrest Program funding shall not be entitled to 5 percent of their total Arrest Program award unless the state or unit of local government:

- (1) Certifies that it has a law, policy, 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 and the defendant is in custody or has been served with the information or indictment;

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

A special condition will be added to all awards to states and units of local governments to ensure compliance with the HIV testing certification listed above. It is not necessary to submit the HIV Certification Letter at this time. Applicants selected for awards will be required to submit an acceptable HIV Certification letter along with the jurisdictional and/or state statute for review at a later date. This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. For a sample letter, see <http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf>

The special condition will prohibit the drawdown of 5 percent of the award until an acceptable HIV Certification Letter and statute has been reviewed and approved by OVW and a Grant Adjustment Notice has been issued removing the relevant award special condition.

Please note that the submission of a Certification of Eligibility Letter does not constitute compliance with the HIV special condition requirement.

Sample certification letters can be found on the next pages.

[Applicant Letterhead]
[Date]

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

Re: Arrest Program

Dear Director:

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

- 1) The laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) The laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 3) The laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
- 4) The laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party 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, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating 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, modification, enforcement, dismissal 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 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, trial of, or sentencing for 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, trial of, or sentencing for the offense.

Sincerely,
[Chief Executive Officer]

HIV Certification Letter for New Applicants
(NOTE: THIS CERTIFICATION CAN BE SUBMITTED AFTER AN AWARD IS MADE. IT IS NOT REQUIRED WITH THE APPLICATION.)

[Applicant Letterhead]

[Date]

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

Re: Arrest Program

Dear Director:

I certify that [enter jurisdiction name] laws and regulations will be in compliance with the requirements of 42 U.S.C. § 3796hh(d) by the period ending in the date on which the next session of that state legislature ends [insert date].

- (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 **and defendant is in custody or has been served** with the information or indictment;
- (B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and
- (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B); or

gives the Attorney General assurances that its laws and regulations will be in compliance with requirements or paragraph (1) by the period ending on the date on which the next session of the state legislature ends.

I further acknowledge that should [insert jurisdiction name] receive an Arrest Program award, five percent of the total award will be withheld until such time that OVW receives and approves documentation that supports our certification or our exemption from the certification required. Acceptable documentation includes statutes, regulations, or written policies. Failure to submit the necessary documentation by the end of our next state legislative session will result in the forfeiture of the five percent.

Sincerely,
[Chief Executive Officer]