

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



OVW Fiscal Year 2018 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (formerly known as the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program) Solicitation

Release Date: on or about January 4, 2018

Eligibility

Eligible applicants are limited to: states; Indian tribal governments; state, tribal, and local courts (including juvenile courts); units of local government; state, tribal, or territorial domestic violence or sexual assault coalitions; or victim service providers. Grant recipients that received funding for 36 months in Fiscal Year 2016 or 2017 are NOT eligible to apply for Fiscal Year 2018 awards.

(See “[Eligibility Information](#)”)

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 27, 2018.
(See “[Submission Dates and Times](#)”)

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management ([SAM](#)) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number and register online with [SAM](#) and with [Grants.gov](#) immediately, but no later than, **February 8, 2018**.

(See “[Registration](#)”)

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to OVW.ICJR@usdoj.gov by **February 6, 2018**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. Submitting a Letter of Registration will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See “[Letter of Registration](#)”)

Pre-Application Information Sessions: OVW will conduct two web-based Pre-Application Information Sessions for entities interested in submitting an application for the Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program. Participation in these sessions is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Sessions](#)”)

Contact Information

For assistance with the requirements of this solicitation, email OVW at OVW.ICJR@usdoj.gov. Alternatively, interested parties may call OVW at (202) 307-6026.

Submission and Notification Information

Submission: Applications for the Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Line at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2018-13827

Notification: OVW anticipates notifying all applicants of funding decisions by October 1, 2018.

Contents

A. Program Description	1
Overview	1
About the OVW Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program	1
Program Scope	2
Purpose Areas.....	2
Mandatory Program Requirements.....	5
OVW Priority Areas	7
Statutory Priority	8
Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability	9
Out-of-Scope Activities	10
Unallowable Activities	10
B. Federal Award Information	11
Availability of Funds.....	11
Award Period.....	11
Award Amounts	11
Types of Applicants	11
C. Eligibility Information	12
Eligible Applicants	12
Nonprofit Organization Requirement – 501(c)(3) Status	14
Nonprofit Organization Requirement – Offshore Accounts.....	14
Cost Sharing or Match Requirement.....	14
Other Program Eligibility Requirements	15
Limit on Number of Applications	18
D. Application and Submission Information	18
Address to Request Application Package	18
Pre-Application Information Sessions	18
Content and Form of Application Submission	19
Letter of Registration	19
Application Contents.....	19
Formatting and Technical Requirements	19

Application Requirements.....	19
Summary Data Sheet	20
Proposal Abstract (not scored)	21
Project Narrative.....	21
Budget Detail Worksheet and Narrative.....	23
Memorandum of Understanding (MOU)/ Court Letter of Commitment	24
Certification of Eligibility.....	26
HIV Certification, Assurance, or Exemption Letter	26
Additional Required Information.....	26
Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)	30
Submission Dates and Times	31
OVW Policy on Duplicate Applications.....	32
OVW Policy on Late Submissions	32
Intergovernmental Review - Single Point of Contact Review	34
Funding Restrictions.....	34
Other Submission Requirements Grant Application Package	34
Submitting a Grant Application	34
<i>E. Application Review Information.....</i>	<i>38</i>
Criteria.....	38
Review and Selection Process	38
Anticipated Announcement and Federal Award Dates.....	39
<i>F. Federal Award Administration Information</i>	<i>39</i>
Federal Award Notices	39
Administrative and National Policy Requirements.....	40
Reporting.....	41
<i>G. Federal Awarding Agency Contact(s).....</i>	<i>41</i>
<i>H. Other Information.....</i>	<i>41</i>
Application Checklist	41
APPENDIX A.....	43
Budget Guidance & Sample Budget Detail Worksheet	43
APPENDIX B.....	55
Sample Letter of Registration	55
APPENDIX C	57

Disclosures of Process Related to Executive Compensation57

APPENDIX D 59

 Summary of Current and Recent OVW Projects59

APPENDIX E..... 61

 Summary of Current and Pending Non-OVW Grants to Do the Same or Similar Work61

APPENDIX F..... 64

 Sample Certification Letters.....64

OVW Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (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, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

About the OVW Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program

This program is authorized by 34 U.S.C. §§ 10461-10465. The Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (Improving Criminal Justice Responses Program), formerly known as the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (Arrest Program),¹ is designed to encourage partnerships among state, local, and tribal governments, courts, victim service providers, coalitions and rape crisis centers, to ensure that sexual assault, domestic violence, dating violence, and stalking are treated seriously, requiring the coordinated involvement of the entire criminal justice system and community-based victim service providers.

The Improving Criminal Justice Responses Program challenges the community to work collaboratively to identify problems and share ideas that will result in effective responses to ensure victim safety and offender accountability. A coordinated community response that brings together effective partners from the local government including law enforcement agencies, prosecutors' offices and courts, nonprofit organizations, and population specific organizations is critical to the Improving Criminal Justice Responses Program. These partnerships are crucial to the effective implementation of grant projects funded by the Improving Criminal Justice Responses Program and therefore, documentation that memorializes this coordination and collaboration, such as a memorandum of understanding, is a vital component of an application submitted under this solicitation. These required partnerships serve as the foundation for grant-funded activities.

For additional information on the Improving Criminal Justice Responses Program, including what past grantees have accomplished with their grant funds and to view the Improving Criminal

¹ OVW changed the working title of the Arrest Program in FY2015 to more accurately reflect the program's scope.

Justice Responses Program performance measures and grantee-reported data, see <http://muskie.usm.maine.edu/vawamei/cdsarrestmain.htm>.

Program Scope

Activities supported by the Improving Criminal Justice Responses Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, and the conditions of the award.

Purpose Areas

In FY 2018, funds under the Improving Criminal Justice Responses Program may be used for the following statutory purposes:

1. Implement pro-arrest programs and policies in police departments, including policies for protection order violations and enforcement of protection orders across state and tribal lines;
2. Develop policies, educational programs, protection order registries, data collection systems, and training in police departments to improve tracking of cases and classification of complaints involving sexual assault, domestic violence, dating violence, and stalking. Policies, educational programs, protection order registries, and training described in this purpose area shall incorporate confidentiality, and privacy protections for victims of sexual assault, domestic violence, dating violence, and stalking;
3. Centralize and coordinate police enforcement, prosecution, or judicial responsibility for sexual assault, domestic violence, dating violence, and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges;
4. Coordinate computer tracking systems and provide the appropriate training and education about sexual assault, domestic violence, dating violence, and stalking to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts;
5. Strengthen legal advocacy service programs and other victim services for victims of sexual assault, domestic violence, dating violence, and stalking, including strengthening assistance to such victims in immigration matters;
6. Educate federal, state, tribal, territorial, and local judges, courts, and court-based and court-related personnel in criminal and civil courts (including juvenile courts) about sexual assault, domestic violence, dating violence, and stalking and improve judicial handling of such cases;
7. Provide technical assistance and computer and other equipment to police departments, prosecutors, courts, and tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between states and tribal jurisdictions, and enforcement between tribal jurisdictions;

8. Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, domestic violence, dating violence, and stalking against older individuals and individuals with disabilities;
9. Develop state, tribal, territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of sexual assault, domestic violence, dating violence and stalking, and develop effective methods for identifying the pattern and history of abuse that indicates which party is the actual perpetrator of abuse;
10. Plan, develop and establish comprehensive victim service and support centers, such as family justice centers, designed to bring together victim advocates from victim service providers, staff from population specific organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families;
11. Develop and implement policies and training for police, prosecutors, probation, and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals;
12. Develop, enhance and maintain protection order registries;
13. Develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols;
14. Develop and implement training programs for prosecutors and other prosecution-related personnel regarding best practices to ensure offender accountability, victim safety, and victim consultation in cases involving sexual assault, domestic violence, dating violence, and stalking;
15. Develop or strengthen policies, protocols, and training for law enforcement, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, domestic violence, dating violence, and stalking against immigrant victims, including the appropriate use of applications for nonimmigrant status under subparagraphs (T) and (U) of section 1101(a)(15) of Title 8, United States Code;
16. Develop and promote state, local, or tribal legislation and policies that enhance best practices for responding to the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate treatment of victims;
17. Develop, implement, or enhance sexual assault nurse examiner programs or sexual assault forensic examiner programs, including the hiring and training of such examiners;
18. Develop, implement, or enhance Sexual Assault Response Teams or similar coordinated community responses to sexual assault;

19. Develop and strengthen 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;
20. Provide human immunodeficiency virus testing programs, counseling, and prophylaxis for victims of sexual assault
21. Identify and inventory backlogs of sexual assault evidence collection kits and develop protocols for responding to and addressing such backlogs, including policies and protocols for notifying and involving victims; and
22. Develop multidisciplinary high-risk teams focusing on reducing domestic violence and dating violence homicides by—
 - A. using evidence-based indicators to assess the risk of homicide and link high-risk victims to immediate crisis intervention services;
 - B. identifying and managing high-risk offenders; and
 - C. providing ongoing victim advocacy and referrals to comprehensive services including legal, housing, health care, and economic assistance.

Because the majority of the statutory purpose areas listed above include functions and/or activities that are inherently governmental or law enforcement focused, victim service providers applying as the lead applicant may seek funding to address only the following purpose areas:

5. Strengthen legal advocacy service programs and other victim services for victims of sexual assault, domestic violence, dating violence, and stalking, including strengthening assistance to such victims in immigration matters;
6. Educate federal, state, tribal, territorial, and local judges, courts, and court-based and court-related personnel in criminal and civil courts (including juvenile courts) about sexual assault, domestic violence, dating violence, and stalking and improve judicial handling of such cases;
10. Plan, develop and establish comprehensive victim service and support centers, such as family justice centers, designed to bring together victim advocates from victim service providers, staff from population specific organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families;
16. Develop and promote state, local, or tribal legislation and policies that enhance best practices for responding to the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate treatment of victims;
17. Develop, implement, or enhance sexual assault nurse examiner programs or sexual assault forensic examiner programs, including the hiring and training of such examiners;
18. Develop, implement, or enhance Sexual Assault Response Teams or similar

coordinated community responses to sexual assault; and

22. Develop multidisciplinary high-risk teams focusing on reducing domestic violence and dating violence homicides by-
 - (A) using evidence-based indicators to assess the risk of homicide and link high-risk victims to immediate crisis intervention services;
 - (B) identifying and managing high-risk offenders; and
 - (C) providing ongoing victim advocacy and referrals to comprehensive services including legal, housing, health care, and economic assistance.

Mandatory Program Requirements

Applicants that receive funding under the Improving Criminal Justice Responses Program will be required to engage in the following activities:

Mandatory Partnerships

An effective response to sexual assault, domestic violence, dating violence, and stalking begins with coordination of the public and private agencies that play a role in providing for victim safety and offender accountability. To ensure that the limited Improving Criminal Justice Responses Program funds are going to jurisdictions ready to employ a coordinated community response (CCR), OVW requires that each applicant develop a Memorandum of Understanding (MOU) with its project partners. Applicants that fail to include the mandatory partners will be removed from further consideration. The required partnerships are described below:

Government and Court Applicants

Applicants that are states, units of local governments, tribal governments, or courts are required to enter into a formal collaboration with one or more nonprofit, nongovernmental victim service provider(s) serving victims of sexual assault, domestic violence, dating violence, and/or stalking. A victim service provider² must be involved in the development and implementation of the project.

Victim service provider partners should meet all of the following criteria:

1. Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
2. Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims; and
3. Not engage in or promote activities that compromise victim safety and recovery.

In developing an application for the Improving Criminal Justice Responses Program, applicants are encouraged to consider some important distinctions among the following potential partners:

² A “victim service provider” means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking.

A “rape crisis center” means a nonprofit, nongovernmental or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance, as specified in 34 U.S.C. § 12511(b)(2)(C), to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

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

There is an important role for all advocates to play in the creation of a coordinated community response. However, given the unique role that nonprofit, nongovernmental victim advocates play in representing the needs of survivors, nonprofit, nongovernmental providers must be involved in the development and implementation of projects receiving Improving Criminal Justice Responses Program funds to ensure that victim safety remains central throughout the project. This does not preclude applicants from requesting support for governmental victim service providers, but the budget and budget narrative must distinguish between these roles and should include compensation for the contributions of nonprofit, nongovernmental victim service providers.

Victim Service Provider Applicants

Applicants that are victim service providers are required to enter into a formal collaboration with a state, local government, or tribal government as well as any specific governmental organizations that are necessary for the implementation of the proposed project. For example, an applicant proposing to develop a Sexual Assault Response Team must have a law enforcement agency as a partner in addition to the required state, local,³ or tribal government partner. In addition, all victim service provider applicants proposing to address the trafficking priority area (see below) must have a law enforcement and a prosecution agency as a partner. All partners must be involved in the development and implementation of the project. Applicants that fail to include the mandatory partners will be removed from further consideration.

Applicants Addressing Underserved Populations

Applicants proposing to address the underserved populations priority area (see below) are required to include as an MOU partner at least one population-specific organization.⁴ The population-specific partner(s) must provide targeted, population-specific services. In lieu of a partnership, victim service provider applicants that qualify as population-specific may choose to demonstrate the necessary experience and expertise in the MOU and Who Will Implement sections of the application.

Victim Service Provider Applicants Addressing the OVW Trafficking Priority Area

Victim service provider applicants proposing to address the OVW priority area to improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking must partner with federal, state, and/or local law enforcement **and** prosecution to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services.

³ Law enforcement agencies, prosecutors and courts are not units of local government.

⁴ A "population specific organization" means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

OVW Priority Areas

In FY 2018, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration during the review process.

1. Improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking.

OVW will give special consideration to Improving Criminal Justice Responses Program applications that address services and/or responses to victims of sex trafficking or other forms of trafficking in persons who have also experienced sexual assault, domestic violence, dating violence, and stalking. Under the definitions and grant conditions applicable to the Improving Criminal Justice Responses Program pursuant to VAWA, as amended, victim services include services and assistance to victims of domestic violence, dating violence, sexual assault, or stalking who are also victims of severe forms of trafficking in persons. 34 U.S.C. § 12291(b)(14).⁵ This means that applicants can apply to serve individuals who are both victims of trafficking and victims of domestic violence, dating violence, sexual assault, or stalking. Applicants proposing to serve trafficking victims must specify this in their application and must demonstrate their capability to serve this population, either through their own expertise and experience or through partnerships with organizations and/or agencies that have such expertise and experience. Applicants who are victim service providers must also partner with federal, state, and/or local law enforcement **and** prosecution to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services. This partnership must be documented in the memorandum of understanding described later in this solicitation. Applicants must identify how they will engage in outreach to trafficked victims of sexual assault, domestic violence, dating violence, and stalking and tailor services to address the unique needs of these victims. An example of an appropriate project under this priority area could be training judges, advocates, law enforcement officers, prosecutors, and others who work with victims of sexual assault, domestic violence, dating violence, and stalking to recognize when those victims may also be victims of sex trafficking or other severe forms of trafficking in persons.

2. Increase support for survivors of sexual assault, including services, law enforcement and prosecution.

OVW will give special consideration to applications that meaningfully address sexual assault such as supporting staff positions of adult or pediatric Sexual Assault Nurse Examiners (SANEs) and/or Sexual Assault Forensic Examiners (SAFEs), training for these professionals, and projects to address backlogs of sexual assault evidence. Applicants are also encouraged to consider other areas addressing sexual assault, such as counseling for sexual assault survivors; the establishment or enhancement of Sexual Assault Response Teams; specialized personnel or units such as law enforcement or prosecution; specialized training related to responding, investigating or prosecuting sexual assault cases; programs

⁵ “Severe forms of trafficking in persons” is defined in 22 U.S.C. § 7102 as:

a. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
b. The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

addressing rape kit backlogs; and programs that involve implementation of the Prison Rape Elimination Act (PREA) standards in working with incarcerated victims.

Applications that focus primarily (75% or more of their proposed goals, objectives, activities and budget) on developing, enlarging, or strengthening programs addressing sexual assault will be considered to be meaningfully addressing this issue and given special consideration during the recommendation process.

3. Meaningfully increase access to OVW programming for marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).

OVW encourages applicants to consider projects that would increase services to underserved populations and ensure that services are representative of their community demographics. OVW will give special consideration to applications that propose to increase support for underserved populations, such as African Americans, older adults, individuals with disabilities, and immigrants. OVW also encourages applicants to consider ways in which they will ensure that organizations and programs focus on incorporating representatives from marginalized communities in their respective coordinated community responses and/or on their multidisciplinary teams. Applicants proposing to address this priority must include as the lead applicant or as an MOU partner at least one population-specific organization. The population-specific organization(s) must provide targeted, population-specific services.

Applications that focus primarily (75% or more of their proposed goals, objectives, activities and budget) on developing, enlarging, or strengthening programs addressing sexual assault, domestic violence, dating violence, and/or stalking in underserved populations will be considered to be meaningfully addressing the issue and given special consideration during the recommendation process.

Statutory Priority

By statute, 34 U.S.C. § 10462(b), when making Improving Criminal Justice Responses Program awards, OVW must give priority to applicants that:

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

In FY 2018, applications seeking to address one or more of the Improving Criminal Justice Responses Program statutory priorities will receive priority during the review process. Applications addressing a single statutory priority area will receive one additional point and those addressing two or more of the statutory priorities will receive a total of two additional points. OVW will determine the extent to which an applicant meaningfully addresses priority areas.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, 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;⁶
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing;
6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
7. Relying on battering intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
8. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
9. Policies or practices that discourage accepting cases when victims do not have physical evidence;
10. Establishment or enhancement of a multidisciplinary collaborative community response without developing appropriate policies regarding confidentiality and information sharing for the members;
11. Promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking;⁷
12. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system; and

⁶ 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 "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

⁷ See the U.S. Department of Housing and Urban Development for [guidance](https://www.hud.gov/sites/documents/FINALNUISANCEORDGDNCE.PDF) on how such ordinances and addenda may violate the Fair Housing Act, available at: <https://www.hud.gov/sites/documents/FINALNUISANCEORDGDNCE.PDF>

13. Couples counseling, family counseling or any other manner of joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged.

This list is not exhaustive. Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by the Improving Criminal Justice Responses Program funding.

1. *Research projects* (This does not include program assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the [\(Solicitation Companion Guide\)](#).)
2. *Direct legal representation*. Grant funds may not be used to provide legal representation in civil or criminal matters, such as family law cases, divorce, custody, visitation and child support, housing cases, consumer law cases, etc. However, grant funds may be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking in the limited context of protection order proceedings.
3. *Prevention activities*. Grant funds may not be used for prevention activities, e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public/community awareness campaigns. Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.
4. *Family violence services*. Grant funds may not be used to address child abuse, other family violence issues such as violence perpetrated by a child against a parent or violence perpetrated by a sibling against another sibling.
5. *Services for children*. Grant funds may not be used to provide direct services to children, including children who are witnesses or victims of violence, except where such services are an ancillary part of providing services to the child’s parent who is a victim of sexual assault, domestic violence, dating violence, or stalking (such as providing child care services while the victim receives services). In addition, funds may not be used to investigate or prosecute child abuse or child sexual abuse cases.
6. *Sex offender registry*. Grant funds may not be used to create sex offender registries.

Applications that propose activities that are deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration entirely.

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and they will not be supported by Improving Criminal Justice Responses Program funding.

1. Lobbying, except with explicit statutory authorization;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting);
5. Construction; and
6. Uniforms, weapons, automobiles, and security systems that require permanent

installation.

Applicants that propose unallowable activities may receive a deduction in points during the review process or may be eliminated from consideration entirely.

An application that is deemed deficient in more than one of the aforementioned categories (activities that compromise victim safety, out-of-scope activities, unallowable activities) may not be considered for funding.

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 through this program ceases to be available. Also, OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2018 funding, depending on the merits of the applications and on the availability of funding.

Award Period

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2018.

Award Amounts

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

Funding levels under the Improving Criminal Justice Responses Program for FY 2018 are as follows:

<u>Service Area Population</u>	<u>Budget Cap</u>
Up to 500,000	\$450,000
500,001 to 900,000	\$750,000
Over 900,000	\$900,000

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

The Improving Criminal Justice Responses Program typically makes awards in the range of \$450,000 to \$900,000 with an average award of \$550,000. OVW estimates that it will make up to 58 awards for an estimated \$30,000,000.

Awards will be made as grants.

Types of Applicants

In FY 2018, OVW will accept applications for the Improving Criminal Justice Responses Program from the following:

New: applicants that have never received funding under the Improving Criminal Justice Responses Program or whose previous funding expired more than 12 months ago.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award. Continuation funding is not guaranteed. The reauthorization of the Violence Against Women Act in 2013 included a change in the definition of “unit of local government.” As a result, some previous recipients of Improving Criminal Justice Responses Program awards may not be eligible to apply for continuation funding as the lead applicant. Entities that are no longer eligible due to the change in definition of “unit of local government,” such as a parish sheriff’s office, can apply through their unit of local government.⁸

Grant recipients that received new or supplemental/continuation funding under the Improving Criminal Justice Responses Program funding for 36 months in FY 2016 or 2017 are NOT eligible to apply.

Additionally, continuation applicants with a substantial amount (50% or more) of funds remaining at the time of application submission without adequate justification may not be considered for funding in FY 2018. **OVW may elect to not fund new applicants whose projects propose to expand or enhance services in an area where Improving Criminal Justice Responses grant funds currently support activities or to extend activities at a currently funded site.**

C. Eligibility Information

Eligible Applicants

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

Eligible entities for this program are:

- States;
- Indian tribal governments;
- State, local, tribal, and territorial courts (including juvenile courts);
- Units of local government; and
- Victim service providers (including state, tribal, or territorial domestic violence or sexual assault coalitions and government rape crisis centers (in a state other than a territory)).

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

1. Police departments;
2. Pre-trial service agencies;
3. District or city attorneys’ offices;
4. Sheriffs’ departments;
5. Probation and parole departments; and
6. Universities.

The above non-eligible entities are not units of local government for the purposes of the Improving Criminal Justice Responses Program unless they meet the definition of “unit of local government”

⁸ For additional information regarding this limitation, please see definition of ‘unit of local government’ under eligibility information below.

set forth in 34 U.S.C. § 12291(a)(40). Applications from typically “non-eligible” entities that want to assert “unit of local government” status under 34 U.S.C. § 12291(a)(40) must include in their application proof of such status. **If these agencies or organizations do not meet the definition of “unit of local government,” they are not eligible to apply directly for funding, but may assume a partner role and responsibility for the development and implementation of the project. They must apply through a state; a state, local, territorial or tribal court; an Indian tribal government; or a unit of local government.** For example, the “Orange Police Department” has an interest in applying to the Improving Criminal Justice Responses Program Solicitation. The “Orange Police Department” is located in the “County of Green.” The police department would have to apply through their unit of local government which would be the “County of Green.” The police department would use the name of the county as the “applicant” and the county DUNS Number, **NOT** the DUNS Number for the police department. 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)). If applicants have questions about whether they meet the definition of “unit of local government” they may contact the Improving Criminal Justice Responses unit at: OVW.ICJR@usdoj.gov.

For the purpose of this grant program, eligible entities are defined as follows:

State

A state is any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

Unit of Local Government

A unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state. Sheriff’s departments, police departments, district or city attorney’s offices are not units of local governments for the purposes of the Improving Criminal Justice Responses Program.

Indian Tribal Government

Indian tribal government is defined as (A) the governing body of an Indian tribe; or (B) 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.

State, Local, Tribal, and Territorial Court (including juvenile courts)

Courts are defined as any civil or criminal, tribal, and Alaska Native Village, federal, state, local or territorial court having jurisdiction to address sexual assault, domestic violence, dating violence, or stalking, including immigration, family, juvenile, and dependency courts and the judicial officers serving in those courts including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision making authority.

Victim Service Provider

A victim service provider means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal coalition, that assists or advocates for sexual assault, domestic violence, dating violence, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

State Domestic Violence Coalition

The term “state domestic violence coalition” means a program determined by the Administration for Children and Families under 42 U.S.C. §§ 10402 and 10411. (See OVW’s website for a current list of eligible state domestic violence coalitions, <http://www.justice.gov/ovw/local-resources>.)

State Sexual Assault Coalition

The term “state sexual assault coalition” means a program determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. § 280b et seq.) (See OVW’s website for a current list of eligible state sexual assault coalitions, <http://www.justice.gov/ovw/local-resources>.)

Tribal Coalition

The term “tribal coalition” means an established nonprofit, nongovernmental Indian organization, or Alaska Native organization that (A) provides education, support, and technical assistance to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of sexual assault, domestic violence, dating violence, and stalking; and (B) is comprised of board and general members that are representative of (i) the member service providers described in subparagraph (A); and (ii) the tribal communities in which the services are being provided.

Rape Crisis Center

The term “rape crisis center” means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance, as specified in section 12511(b)(2)(C) [of title 34, United States Code], to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

Note: By statute, the eligibility of governmental rape crisis centers is limited to those within the 50 states and District of Columbia, as well as tribal governments. As a result, governmental rape crisis centers from the U.S. Territories will need to apply through a non-profit victim service provider or territorial, state or tribal coalition, a unit of local government, or their territorial government.

Nonprofit Organization Requirement – 501(c)(3) Status Any entity that is eligible for the Improving Criminal Justice Responses Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(16)(B).

Nonprofit Organization Requirement – Offshore Accounts

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Improving Criminal Justice Responses Program.

Cost Sharing or Match Requirement

This program has no match or cost sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the Improving Criminal Justice Responses Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2018 solicitation. Applications that do not meet all of the program eligibility requirements below will not be considered for funding.

Certification of Eligibility State, Unit of Local Government and Tribal Government Applicants Must:

- (1) certify that their laws or official policies—
 - (A) encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
 - (B) encourage or mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- (2) demonstrate that their laws, policies, or practices and their training programs discourage dual arrests of offender and victim;
- (3) certify that their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both 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.

Court Applicants Must Certify that:

- (1) 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;
- (2) the laws, policies, and practices applicable to the court 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

- (3) the laws, policies or practices applicable to the court 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.

All applicants, new and continuation, must submit a Certification of Eligibility letter, at the time of application. The Certification of Eligibility Letter must be signed by the chief executive officer of the state, Indian tribal government, or unit of local government. See Appendix F for a sample letter. Applicants whose submissions do not meet all of the eligibility requirements at the time of application deadline will not be considered for funding.

Applicants that are victim service providers (including state or tribal coalitions, or government rape crisis centers (not in a territory)) must partner with a state, unit of local government, or tribal government, and must submit with their application a Certification of Eligibility letter as described above signed by the chief executive officer of that government partner on government agency letterhead.

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

HIV Certification, Assurance, or Exemption Letter

In addition to the certification of eligibility requirements mentioned above, under 34 U.S.C. § 10461(d), all states and units of local government that receive Improving Criminal Justice Responses Program funding shall not be entitled to 5 percent of their total Improving Criminal Justice Responses 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.

All state and local government applicants must submit either a certification that they are in compliance with the above requirement along with a copy of the relevant law, regulation, or policy, or an assurance attesting that the applicant will meet the requirement by the end of the next legislative session from the date of application. A Special Condition withholding five percent of funds will be added to all awards to states and units of local governments that submit assurances or do not provide a compliant law, regulation, or policy with the certification. The certification or assurance shall take the form of a letter, on letterhead, signed and dated by the authorizing official. See Appendix F for a sample letter.

The special condition for grantees with assurances, or those which do not submit compliant laws, regulations, or policies, will prohibit the drawdown of 5 percent of the award until an HIV Certification Letter and compliant law, regulation, or policy have been reviewed and approved by OVW and a Grant Adjustment Notice has been issued removing the relevant award special condition.

Note regarding potential exemption to this requirement: pursuant to 28 CFR 90.64, in the event that a unit of local government does not have authority to prosecute “crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity[,]” the unit of local government may submit a letter from an appropriate legal authority in the jurisdiction certifying that the jurisdiction does not have the authority to prosecute “crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity” and that therefore the certification is not relevant to the unit of local government in question.

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

Tribes, courts, and victim service providers (including state and tribal sexual assault and domestic violence coalitions) are exempt from this HIV certification requirement.

Required Partnerships

In general, partners identified in the application as receiving a portion of the award are subrecipients and not contractors because they meet the criteria in 2 C.F.R. § 200.330 for distinguishing between subrecipients and contractors: they will be using federal funds to carry out a program for a public purpose specified in the authorizing statute for this program (as opposed to providing goods or services for the benefit of the applicant), will have their performance measured in relation to whether objectives of the grant program were met, and will have responsibility for programmatic decision making. For more information, see the [Solicitation Companion Guide](#).

For information on required partnerships, see Mandatory Program Requirements section above. Applicants that fail to include the mandatory partners will be removed from further consideration.

Victim service provider applicants applying under the trafficking priority area must include a local, state, and/or federal law enforcement agency **and** local, state, and/or federal prosecutor's office as a project partner as outlined in a memorandum of understanding.

Applicants proposing to address the underserved populations priority area are required to include as an MOU partner at least one population-specific organization. The population-specific partner(s) must provide targeted, population-specific services. In lieu of this partnership requirement, victim service provider applicants that qualify as population-specific organizations may demonstrate the necessary expertise and experience in the MOU and Who Will Implement sections of the application.

Limit on Number of Applications

OVW will consider only one application per organization in response to this solicitation. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on Grants.gov or the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Traci Rollins-Johnson at OVW.ICJR@usdoj.gov or (202) 353-0025.

Pre-Application Information Sessions

OVW will conduct two web-based pre-application information sessions for entities interested in submitting an application for the Improving Criminal Justice Responses Program. Participation in these sessions is optional. Interested applicants who do not participate are still eligible to apply. During these sessions, OVW staff will review the Improving Criminal Justice Responses Program requirements, review the solicitation, and allow for a brief question and answer period. The sessions are tentatively scheduled for:

- **Government and Court applicants, January 30, 2018, 2-3 p.m. Eastern Time (E.T.)**
- **Victim Service Provider applicants, January 31, 2018, 2-3 p.m. Eastern Time (E.T.)**

Anyone interested in submitting an application to the Improving Criminal Justice Responses Program may register to participate in a pre-application information session. The total number of participants for each session may be limited. Registration is on a first-come-first-served basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many interested applicants as possible can join a session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, contact the Improving Criminal Justice Responses Program at OVW.ICJR@usdoj.gov. Registration must be received at least two days prior to the start of the sessions. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should email OVW.ICJR@usdoj.gov as soon as possible, but no later than four weeks prior to the application deadline.

Content and Form of Application Submission

The information below (“**Letter of Registration**” through “**Additional Required Information**”) describes the full content and form of application submission.

Letter of Registration

Applicants intending to apply for FY 2018 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 [SAM](#) and with [Grants.gov](#). The letter should be submitted to OVW at OVW.ICJR@usdoj.gov by **February 8, 2018**. 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, the award may include 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.

Applicants should not submit documents that were not specifically asked for in the solicitation. Providing information that was not requested will not increase the likelihood that an application will be selected for funding. All 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:

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. OVW will not contact applicants for missing items on the list below. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative

3. Memorandum of Understanding (MOU)/ Letter of Commitment⁹
4. Certification of Eligibility Letter

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

Summary Data Sheet (5 Points Total)

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. Provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (i.e., the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will ultimately implement the project, and that the applicant itself will not be involved with implementation of the project beyond issuing a subaward or subawards to other entities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The applicant must also list all of the entities with which it will enter into agreements to implement the project, 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 a Memorandum of Understanding submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and recent OVW projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.
6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
7. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2018 **to do similar work**. Provide this information in a table using the format found in [APPENDIX E](#).
8. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
9. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable

⁹ FOR COURTS APPLYING AS THE LEAD APPLICANT ONLY- In the rare circumstance where a court is precluded from signing a formal MOU, the court applicant may submit a Letter of Commitment in lieu of a MOU and the project partners may also submit Letters of Commitment.

presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosures Related to Executive Compensation" in the [Additional Required Information](#) section.

10. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
 - Sexual assault;
 - Domestic violence;
 - Dating/teen dating violence; and/or
 - Stalking.
11. Statement as to whether the application addresses the trafficking priority area.
12. The organization and type of organization (i.e., state, unit of local government, tribal government, state, local, tribal and territorial court, nonprofit and tribal government victim service provider, state or tribal sexual assault or domestic violence coalition, and governmental rape crisis centers (not in a territory)) applying for funding.
13. Whether this project is a local, tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), tribal consortium, or court project.
14. The project focus (law enforcement, prosecution, courts, family justice center, special projects within the scope of the Improving Criminal Justice Responses Program).
15. The regional area(s) (city, town, tribal area, county, parish) where this project will be implemented.
16. The start and end date of the applicant's next state or tribal legislative session.
17. The Improving Criminal Justice Responses Program Statutory Purpose Area(s) the applicant will address (Applicants must address at least one Statutory Purpose Area, see "[Program Description](#)" section).
18. Any Statutory Priority and/or OVW Priority Area(s) the applicant will address (see Statutory Priority and/or OVW Priority Area(s) under the "[Program Description](#)" section).
19. For state and unit of local government applicants only: Statement as to whether the applicant is in compliance with the HIV requirement, (see "HIV Certification, Assurance, or Exemption Letter" under the "[Eligibility Information](#)" section).

Applicants are not required to address a statutory priority area or OVW priority area.

Proposal Abstract (not scored)

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

Project Narrative (55 Points Total)

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative must include the following three sections:

Purpose of Application (10 points)

This section must:

1. Describe the communities to be served including the geographic location, the populations in the service area, and any marginalized and/or underserved population;¹⁰
2. Provide a detailed description of the need for the project;
3. Identify the service area in which the project will be implemented and provide a service area map that identifies the project's targeted area and jurisdiction to be served;
4. Describe the target population of the proposed project;
5. Provide a detailed description of the problem to be addressed;
6. Identify current services offered in the service area as it relates to the target population;
7. Identify current gaps and barriers to providing services to the target population;
8. Describe the impact of current or prior efforts to prevent and reduce sexual assault, domestic violence, dating violence, and/or stalking in the service area;
9. Describe how the proposed project complements the state's STOP Violence Against Women Implementation Plan (this is not required for applications from tribal governments or organizations);
10. List other grant funding opportunities for FY 2018 the applicant has applied for and a detailed description of how this proposed application will complement potential funding opportunities and not duplicate efforts; and
11. Describe the community to be served, including diverse, traditionally underserved populations of victims of sexual assault, domestic violence, dating violence, or stalking and how the proposed project will address their needs.

What Will Be Done (35 points)

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section above.

This section must:

1. Describe the goals and objectives of the proposed project;
2. Describe the specific tasks and activities necessary to accomplish the goals and objectives;
3. Describe the expected outcomes of the proposed project;
4. Provide a detailed timeline for the proposed project that demonstrates how the activities will be accomplished within the 36 month grant cycle;
5. Describe how funding will address the identified needs in the service area. The applicant should detail how additional funding will enhance any existing projects if applicable;
6. List tangible products (e.g., a video, a brochure, a curriculum) if any, that will be created under this project, and a description of how they could be used to assist other jurisdictions to address sexual assault, domestic violence, dating violence, or stalking. Product development is not required; and
7. Describe how the applicant is currently addressing victim safety and autonomy. The applicant should state what enhancements, if any, will be made through the proposed project.
8. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

¹⁰ Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at www.lep.gov/maps/, to obtain this information.

Who Will Implement the Project (10 points)

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Provide detailed information about the experience and expertise of the organizations **and** key personnel who will be directly involved with the proposed project. Position descriptions and resumes should be included with the application;
4. Clearly demonstrate that the partnerships required by the solicitation have been met (see “Mandatory Partnership Requirement” under the [“A. Program Description”](#) section);
5. Identify the agency(ies) or office(s) responsible for implementing the project; and
6. Describe the roles and responsibilities of each organization and key personnel.

In addition, applicants proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent. Security systems that require permanent installation are unallowable under the Improving Criminal Justice Responses Program.

Budget Detail Worksheet and Narrative (20 Points)

All applications must include a detailed budget and budget narrative. 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. Also, keep in mind that budgetary requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

Award Period and Amount

- The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. The award period will start on October 1, 2018.
- Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.

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

Funding levels under the Improving Criminal Justice Responses Program for FY 2017 are as Follows:

<u>Service Area Population</u>	<u>Budget Cap</u>
Up to 500,000	\$450,000
500,001 to 900,000	\$750,000
Over 900,000	\$900,000

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. It 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.

The budget must:

1. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$10,000 for states and \$15,000 for territories, Hawaii, and Alaska. The \$10,000/\$15,000 is for the entire 36 months and NOT per year. See [Training and Technical Assistance](#) in the [Funding Restrictions](#) section of the solicitation.
2. Include Salary and fringe costs in the “Personnel” category for staff only if they work directly for the eligible applicant; for project partners, include salary and fringe benefits in the “Consultants/Contracts” category.
3. Include funds or identify other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See “[Accessibility](#)” under “F. [Federal Award Administration Information](#)” for more information.
4. Compensate all project partners as reflected in the MOU. See [Appendix A](#) for additional information on compensating project partners.
5. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the grantee’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 C.F.R. § 200.331. See [Appendix A](#) and the [Solicitation Companion Guide](#) for more information.

For additional guidance, go to the [Funding Restrictions](#) section of this solicitation.

Memorandum of Understanding (MOU)/ Court Letter of Commitment (20 Points Total)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner agency during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU.

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Clearly state that each project partner has reviewed and approved the budget and is aware of the total amount being requested and the funding being requested for each project partner;
4. 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);
5. Specify the extent of each partner's participation in developing the application;
6. Demonstrate the commitment of each project partners to work together to achieve stated project goals;
7. Identify the representatives of the team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff.

Applicants applying under the trafficking priority area must also:

1. Clearly identify which organization(s) has the expertise in providing services to victims of trafficking. Include how many years the organization(s) has been providing services for victims of trafficking;
2. Detail the personnel designated to provide services to victims of trafficking, including: a) the name and title of each person; and b) how many years each staff person has been providing services to victims of trafficking;
3. Include a local, state, and/or federal law enforcement agency **and** a local, state, and/or federal prosecutor's office as MOU partners. Note that federal law enforcement agencies and U.S. Attorney's Offices cannot receive Improving Criminal Justice Responses Program grant funds and should not be compensated in the budget.

Applicants applying under the underserved populations priority area must also:

1. Clearly identify which organization(s) has the expertise in providing targeted population-specific services to victims; and
2. Detail the personnel with expertise in providing targeted population-services to victims, including a) the name and title of each person; and b) how many years each staff person has been providing such services.

In the rare instance a court is applying as the lead applicant **and** it is precluded from signing onto a formal MOU, the court may submit a Letter of Commitment in lieu of an MOU and the proposed project partners may also submit Letters of Commitment. However, when the lead applicant **is not** a court, the court may submit a Letter of Commitment **but all other project partners must sign an MOU.**

The Letter of Commitment must:

1. Be printed on official letterhead of the court and signed by the appropriate official.
2. Clearly identify the name of the court;
3. Highlight the expertise of the court's staff that will be affiliated with this project;
4. Provide a description of the collaborative relationships with the applicant and partners;

5. Specify the extent of the agency or organization’s participation in developing the application;
6. Clearly state the roles and responsibilities the organization or agency would assume to ensure the success of the proposed project;
7. Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals;
8. Describe the resources that would be contributed to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);

Letters of Commitment from court applicants should address their plans to involve victim service providers and culturally specific organizations, when appropriate, in the development of the application and implementation of the proposed project.

In general, MOU partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients and not contractors. For more information see 2 C.F.R. § 200.330, [Appendix A](#), and the [Solicitation Companion Guide](#).

Certification of Eligibility

As described in the Eligibility Information section and Appendix F, applicants must include the appropriate certification of eligibility according to the type of applicant entity.

HIV Certification, Assurance, or Exemption Letter

As described in the Eligibility Information section and Appendix F, state and local government applicants must include one of the following:

1. A certification of compliance with the HIV requirements of 34 U.S.C. 10461(d) along with the compliant law, regulation, or policy;
2. An assurance that the state or local government will come into compliance by the end of the next legislative session and will submit the compliant law, regulation, or policy (or is already in compliance and will submit the compliant law, regulation, or policy if selected for funding); or
3. A letter of exemption.

Additional Required Information

The following documents will not be scored during the review process but they should be included with the application. Failure to include any of the information may result in the application being removed from consideration from funding. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

The following documents will be generated and completed during the application submission process:

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” do not select “other.” 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. This program does not require a match; therefore, the values for “Applicant’ line should be zero. The individual who is listed in “**Authorized Representative**” must

be 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)

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission 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.

The following documents should be uploaded and attached to the application:

Applicant 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 must complete an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year’s audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

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. Applicants must submit the acknowledgement form available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the Authorized Representative and uploaded with the application in Grants.gov.

Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization’s managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization’s compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service’s three-step safe-harbor procedure to establish a rebuttable presumption that its executives’ compensation is reasonable.

A nonprofit organization that states on the Summary Data Sheet that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit

organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

Financial Accounting Practices

Each applicant must prepare a response to the following questions. Be sure to provide complete responses that address all questions included for each numbered item. 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 the 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? Provide a brief description of the applicant'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? Provide a brief list of the topics covered in the applicant'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? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant

- applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 CFR 200.333-337.
 7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
 8. 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 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? 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 applicant is notified of its award to coordinate training.
 9. Does the applicant organization have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 CFR 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
 10. Does the applicant organization currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in access to funds.

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 rate agreement. 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](#). Applicants 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 which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award

be made. Refer to http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov.

Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under Eligible Entities, an entity that is eligible for the Improving Criminal Justice Responses Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Unique Entity Identifier (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 **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicants must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active [SAM](http://SAM.gov) 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](http://SAM.gov) 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.

The [SAM](http://SAM.gov) centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses [SAM](http://SAM.gov) to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the [SAM](http://SAM.gov) registration will take **up to two weeks to process**. If the applicant 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](http://SAM.gov):

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the [SAM](http://SAM.gov) online registration through the [SAM](http://SAM.gov) homepage at <https://www.sam.gov/portal/SAM/#1#1> and follow the online instructions for new [SAM](http://SAM.gov) users.
3. Complete and submit the online registration. If the applicant 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](http://SAM.gov) registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Organizations must update or renew their [SAM](http://SAM.gov) registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	DUNS	February 8, 2018
SAM	SAM	February 8, 2018
Grants.gov	Grants.gov	February 8, 2018

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 DUNS number, register online with the [SAM](#) and with [Grants.gov](#) immediately, but no later than **February 8, 2018**.

Submission Dates and Times

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their applications being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before February 27, 2018.

Application Action	Contact Information	Date
Solicitation Availability	Grants.gov and OVW Website	January 4, 2018 – February 27, 2018
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, contact the Improving the Criminal Justice Responses Program at 202-307-6026 or OVW.ICJR@usdoj.gov.	February 13, 2018
Confirmation of Application Receipt	Grants.gov 1. The Authorized Organization Representative should closely monitor their email for any notification from Grants.gov about a possible failed submission. The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit applications on behalf of the organization.	February 27, 2018 Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline

	<p>2. The Authorized Organization Representative should receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the Authorized Organization Representative that the application was successfully submitted, or it will notify the Authorized Organization Representative that there was an error with the application submission.</p> <p>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.</p>	
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All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on February 27, 2018**. Applications submitted after **11:59 p.m. E.T. on February 27, 2018** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. Applicants experiencing difficulties submitting an application should refer to Experiencing Technical Difficulties During Submission in the chart below.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the last version submitted before the deadline.

OVW Policy on Late Submissions

In limited circumstances, OVW will approve a request to submit an application after the due date. The chart below provides a description of the circumstances under which OVW will consider such requests. OVW will only consider a late submission request if all steps outlined below have been followed. Therefore, applicants are strongly encouraged to familiarize themselves with the late submission process. OVW’s approval of a late submission request is not an indication of the application’s final disposition. Applications approved for late submissions are still subject to all of the review processes and criteria described in this solicitation.

Failure to begin registration or application submission in sufficient time to acquire the correct version of Adobe software is not an acceptable reason for late submission. Applicants should register with SAM and Grants.gov by February 8, 2018. To support applicants in submitting their proposals and promote a fair process, applicants who may be in need of an extension of the due date must adhere to the following:

Process for Requesting Late Submission

Severe Inclement Weather or Natural Disaster	
1. Document when the severe inclement weather or natural disaster occurred, the	OVW may not be able to accommodate all requests

<p>impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days).</p> <ol style="list-style-type: none"> 2. Contact OVW at the earliest possible date and provide the information described in #1. 3. Contact OVW at least 24 hours prior to the solicitation closing if needing to request a late submission. Applicants impacted by severe inclement weather or a national disaster occurring on the due date can contact OVW up to 72 hours after the due date but as soon as possible. 	<p>resulting from severe inclement weather or a natural disaster but will do its best.</p>
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Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control		
Issue	Applicant Action	OVW Advice
<p>Issue with SAM or Grants.gov Registration</p>	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and Grants.gov access. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. Notify OVW as soon as you become aware of a problem with registration but no later than 14 days before the application due date. 	<ol style="list-style-type: none"> 1. Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission. 2. Ensure that the person who will be submitting the proposal is the person registered in SAM to submit on behalf of the applicant.
<p>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</p>	<ol style="list-style-type: none"> 1. Document when you began the submission process. 2. Contact Grants.gov at least 24 hours prior to the solicitation closing. 3. Maintain documentation of all communication with Grants.gov support. 4. Contact the Improving Criminal Justice Responses Program at 202-307-6026 or at OVW.ICJR@usdoj.gov indicating that the applicant 	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat; and b. Attachment rejection. <p>Through Grants.gov, OVW can confirm when submission began. Applicants who start the submission process less</p>

	<p>is experiencing technical difficulties and would like permission to submit a late application. Provide a phone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the due date.</p> <p>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, Grants.gov helpdesk tracking numbers, and any other relevant documentation.</p>	<p>than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> 1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections. 2. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal. This should be done at least 48 hours before the deadline. 3. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See Other Submission requirements).
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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 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental -Review-SPOC_01_2018_OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-_Review-SPOC_01_2018_OFFM.pdf).

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information

on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The guide also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subawards and contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subrecipient/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. OVW may approve the use of OVW funds to provide food and/or beverages for a working 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. For additional guidance on food and beverage expenditures go to <http://www.justice.gov/ovw/grantees>.

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 related to conference planning is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$10,000 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 \$15,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The \$10,000 or \$15,000 is for the entire 36 months and NOT per year. 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 project partner(s) must be included in the "Consultants/Contracts/Subawards" category. Label both costs as "OVW Technical Assistance." OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. The amounts included in the budget should equal the full, required set-aside amount listed above.

These funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission. Applicants may budget for expenses in excess of the OVW estimate if they are aware of relevant non-OVW sponsored conferences for which they would like permission to use grant funds to support staff/project partner attendance.

Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. Upon budget approval, they may use funds to assess their work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research.

Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. 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. See the [DOJ Financial Guide](#) for more information on pre-award costs.

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 in that section.

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 Grants.gov. **The registration process generally takes between three and five business days and may take as long as four weeks if all steps are not completed in a timely manner.** Grants.gov is not the Office of Justice Programs’ (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

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.

The application process can move forward once the organization successfully registers with Grants.gov. Registration is a one-time process.

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names 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)	Parentheses ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Underscore (_)	At sign (@)	Number sign (#)	Dollar sign (\$)
Hyphen (-)	Percent sign (%)	Plus sign (+)	Equal sign (=)
Space	When using the ampersand (&) in XML, applicants must use the “&” format.		
Period (.)			

OVW strongly suggests using simple titles for all documents, such as “FY 2018 OVW Project Narrative.” Visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

Submitting a Grant Application

Important Grants.gov update. Grants.gov has updated its application tool. The legacy PDF application package is being phased out and will be retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

To ensure a successful application submission, OVW strongly encourages applicants to start their applications at least 48, but no less than 24, hours before the deadline.

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. except federal holidays.

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 application responds to each section and addresses each element in the 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 Improving Criminal Justice Responses Program scoring will be as follows:

1. Summary data sheet: (5) points
2. Project narrative: (55) points, of which
 - A. Purpose of the project: (10) points
 - B. What will be done: (35) points
 - C. Who will implement: (10) points
3. Budget narrative and detail worksheet: (20) points
4. MOU/Letter of Commitment (Letter of Commitment is for Court applicants, if applicable): (20) points

Review and Selection Process

Peer Review

OVW will subject all eligible applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, 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 the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to add up to 10 points to applications fully addressing OVW priority areas and to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points.)
2. Out-of-scope activities (deduct up to 10 points)
3. Past performance (deduct up to 25 points)
4. Formatting and Technical Requirements (deduct up to 5 points)

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. An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

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.

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 October 1, 2018.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; 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](#), scanning the fully executed award document, and returning the scanned document to OVW via facsimile or email.

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, including those requirements enumerated below. 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](#).

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2018 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>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have

meaningful access to recipients’ programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

OVW grantees are required to submit semi-annual progress reports 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 reports are delinquent.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the Improving Criminal Justice Responses Unit at OVW.ICJR@usdoj.gov or (202)-307-6026.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, 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 this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Narrative	
4. Purpose of the Application	
5. What Will Be Done	
6. Who Will Implement	
7. Proposal Abstract	
8. Budget Detail Worksheet and Narrative	
9. Memorandum of Understanding (OR, if applicable, Letter of Commitment)	
10. Application for Federal Assistance: SF 424	
11. Standard Assurances and Certifications	
12. Applicant Financial Capability Questionnaire (if applicable)	
13. Confidentiality Notice Form	

14. Disclosures of Process Related to Executive Compensation	
15. Financial Accounting Practices	
16. Indirect Cost Rate Agreement (if applicable)	
17. Letter of Nonsupplanting	
18. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
19. Certification of Eligibility Letter	
20. HIV Certification (with documentation), Assurance, or Exemption Letter (States and Local Governments Only)	
21. Service Area Map that identifies the project's targeted jurisdiction to be served	

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

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. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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 [DOJ 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, including the awarding of consultant contracts, should be conducted in a manner that provides maximum open, free and fair competition, and must follow 2 C.F.R. §§ 200.317-200.326. 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 sub recipients.

MOU Partners/Subrecipients

MOU project partners are generally considered subrecipients for time spent working on program objectives. The following MOU project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.330 that support their classification as subrecipients: they are using federal funds to carry out a program for a public purpose specified in the authorizing statute, they are responsible for adherence to program requirements, they are responsible for programmatic decision making, their performance is measured in relation to whether program objectives are met, and in some cases they may be responsible for determining who is eligible to receive assistance (services) under the grant award. In contrast, a contractor provides goods and services within normal business operations, provides similar good and services to many different purchasers, normally operates in a competitive environment, provides goods and services that are ancillary to the operation of the program, and programmatic requirements may not be applicable to the services they are providing. 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](#), as well as the [Solicitation Companion Guide](#).

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. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs incurred for

the project rather than a fee for service. 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.

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 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 which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost

Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. 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.

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.

Note: The following budget is an example intended to assist you in preparing your application budget. The sample expenses may not fit the purposes or activities of this particular grant program.

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

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

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

TOTAL PERSONNEL: \$ 212,700

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

C. Travel – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X 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	TBD	TBD	\$12,000

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner or consultant 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 tribe’s formal written travel policy.

TOTAL TRAVEL: \$ 12,000

D. Equipment – List non-expendable items that are to be purchased. (Note: Organization’s own capitalization policy for classification of equipment should be used.) Expendable items should be included 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, thumb drives, and flash drives) 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/Subawards – 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 Civil Attorney	Civil Legal Assistance	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

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

The tribe will hire a Part-Time Civil Attorney. The Part-Time Civil Attorney will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month providing civil legal assistance to victims of sexual assault, domestic violence, dating violence, 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>
Delivery of Sexual Assault Training	Tribe's Reservation	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: \$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 tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

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

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

Subawards/Partner Compensation: Provide a description of project activities for which subrecipients/MOU partners will receive compensation under the award, including services for victims. Include any compensation for partner/subrecipient travel in this section as well.

<u>Subrecipient Name</u>	<u>Computation</u>	<u>Cost</u>
XYZ Victim Services Organization		
Advocate	\$40,000 annual salary x .25 FTE	\$10,000
Advocate	Benefits x 28% of FTE salary	\$ 2,800
XYZ Housing Provider		
Rent subsidies	\$150/mth x 12 mths x 15 victims/families	\$27,000
Permanent housing advocate	\$40,000 annual salary x .10 FTE	\$ 4,000
Permanent housing advocate	Benefits x 28% of FTE salary	\$ 1,120
	Subtotal Subawards:	<u>\$44,920</u>

MOU partner XYZ Victim Services Organization will provide victim advocacy services, including safety planning and court accompaniment services. The MOU partner XYZ Housing Provider will provide rent subsidies for victims and their dependents as well as permanent housing placement

services and advocacy. The rent subsidy rates are based on our experience with available community housing.

Subaward Travel: List all expenses to be paid from the grant to project partners/subaward recipients to cover project related travel expenses including participation at OVW-mandated training (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	TBD	TBD	\$8,000

TOTAL CONTRACTS, CONSULTANTS, AND SUBAWARDS: \$ 113,075

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 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. This includes state and local governments that have never negotiated an indirect cost rate with the Federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

<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, 2017. (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	\$ 105,075
H. Other Costs	\$ 84,900
Total Direct Costs	\$ 457,731
I. Indirect Costs	\$ 28,183
 TOTAL PROJECT COSTS	 <u>\$ 485,914</u>
 Federal Share Requested	 \$ 485,914
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 [Insert Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

First Time [Grants.gov](#) Users ONLY - I understand that in order to submit an application for the FY 2018 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](#). I certify that [Insert Organization Name] began the registration process with [Grants.gov](#) on [Insert Registration Date].

OR

Repeat [Grants.gov](#) Users ONLY – I understand that upon application submission in [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](#), all information listed in [Grants.gov](#) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](#) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Representative]

APPENDIX C

Disclosures of Process Related to Executive Compensation

Disclosures of Process Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

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

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

Sincerely,

[Authorized Representative]

Attachments

APPENDIX D

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
2015-XX-XX-XXXX	7/31/2017	2015 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: Abby Smith and Bill Thompson	
2016-XX-XX-XXXX	12/31/2018	2016 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 (Mary Harrison and Elizabeth Baker); 1FT Victim Liaison (John Jones)	
			TOTAL:	TOTAL:				
			\$1,232,000	\$717,850				

APPENDIX E

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

Summary of Current and Pending Non-OVW

[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	Describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2018	\$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 Smith (25%) and Jane Edwards (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	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>	1FT DV Advocate: Janet Anderson (20%); 1FT Shelter Advocate: Jay Summers (10%); 1FT Victim Liaison: John Neil (50%)	[Insert description.]

					I. Indirect Costs: <u>\$0</u>		
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Federal Grants to Do the Same or Similar Work

APPENDIX F

Sample Certification Letters

Tips for Letters of Certification of Eligibility and HIV Certification, Assurance, or Exemption Letters

- If you have certified in the past, you must certify again;
- If your jurisdiction is compliant with all statutory eligibility requirements, please refer to the **separate** “Sample Certification of Eligibility Letters” **on page 70 for court applicants, and page 71 for state, and unit of local government applicants;**
- Ensure that all language in the letter accurately reflects what is required in the solicitation and highlighted in the following sample letters. *Note: an “and” or an “or” in the incorrect place or missing can make the letter deficient, therefore making the application ineligible for funding.* Please note also, that some of the certification language has changed, so be sure to read it carefully. Please follow the attached template assuming that it is true for your jurisdiction. **Note:** Use of the template is highly encouraged to the extent possible;
- The Certification of Eligibility letter must be submitted on the letterhead of the governmental agency (state, unit of local government, or court) associated with this application (applicant or partner to a non-profit applicant);
- Have the Chief Executive Officer of the governmental agency sign the letter. *Examples: Governor for a state applicant, Chief Judge or Court Administrator for a court applicant; or Mayor or County Executive for a unit of local government applicant; or Tribal Chairman for a Indian tribal government applicant;*
- Applicants that submit HIV Assurances will have until the end of their next legislative session to meet the statutory requirements and submit a copy of the compliant statute, regulation, or policy or lose five percent of awarded funds;
- Non-profits, Tribes and Courts are exempt from the HIV Certification requirement;
- Applicants that submit HIV Certifications must include a copy of the compliant statute, regulation, or policy;
- Local governments that do not have authority to prosecute offenses in which by force or threat of force the perpetrator compels the victim to engage in sexual activity may submit a letter of exemption in lieu of the certification or assurance; and
- If you have questions, please contact the Improving Criminal Justice Responses Program Unit by phone at the OVW mainline (202) 307-6026 and request to speak with a member from the Improving Criminal Justice Responses Program Unit, or by email at OVW.ICJR@usdoj.gov.

FOR COURT APPLICANTS

[Applicant Letterhead]
[Date]

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

Re: Improving Criminal Justice Responses Program Certification of Eligibility

Dear Director:

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

- 1) the laws, policies, or practices applicable to the court 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;
- 2) the laws, policies, and practices applicable to the court 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;
- 3) the laws, policies or practices applicable to the court 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]

FOR STATES, TRIBES and UNITS of LOCAL GOVERNMENT (See tips page 69)

[Applicant Letterhead]

[Date]

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

Re: Improving Criminal Justice Responses 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 (See Tips Page 69)

[Applicant Letterhead]
[Date]

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

Dear Director:

I certify that [enter jurisdiction name] laws, regulations, or policies are in compliance with the requirements of 34 U.S.C. § 10461(d). Specifically, [specify the law, policy, or regulation by name and/or number] 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 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).

I have attached documentation that supports our certification.

Sincerely,
[Applicant's Authorizing Official]

HIV Letter of Exemption (See Tips Page 69)

[Applicant Letterhead]
[Date]

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

Dear Director:

[Name of local government] does not have authority to prosecute crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity. Such authority rests in [insert appropriate information]. [Insert information on any relevant state or local laws governing authority to prosecute sex offenses]. Therefore, the HIV provision at 34 U.S.C. 10461(d) is not relevant to [name of local government].

Sincerely,
[Applicant's Legal Officer Such as City or County Attorney]

HIV Assurance Letter (See Tips Page 69)

[Applicant Letterhead]
[Date]

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

Dear Director:

I assure you that [enter jurisdiction name] laws, regulations, or policies will be in compliance with the requirements of 34 U.S.C. § 10461(d) by the period ending on the date on which the next session of the 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).

I further acknowledge that should [insert jurisdiction name] receive an Improving Criminal Justice Responses Program award, five percent of the total award will be withheld until such time that OVW receives and approves documentation that supports our compliance with the HIV provision described above. 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 of funds.

Sincerely,
[Applicant's Authorizing Official]