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# **OVW Fiscal Year 2017 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (formerly known as the Grants to Encourage Arrest and Enforcement of Protection Orders Program) Solicitation**

**Release Date: on or about January 4, 2017**

## **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 2015 or 2016 are NOT eligible to apply for Fiscal Year 2017 awards.

(See "[Eligibility Information](#)")

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 16, 2017.**

(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, **January 26, 2017**.

(See "[Registration](#)")

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov) by **January 26, 2017**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. Submitting a Letter of Registration will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See "[Letter of Registration](#)")

**Pre-Application Information Sessions:** OVW will conduct a web-based Pre-Application Information Session for eligible 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 this session is optional. Interested applicants who do not participate are still eligible to apply.

(See "[Content and Form of Application Submission](#)")

## Contact Information

For assistance with the requirements of this solicitation, call OVW at (202) 307-6026 or email [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov).

## 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-2017-11921.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2017.

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# **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 42 U.S.C. §§ 3796hh–3796hh-4. 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 and Enforcement of Protection Orders Program (Arrest Program),<sup>1</sup> 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 organizations.

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 critical to the effective implementation of grant projects funded by the Improving Criminal Justice Response Program and as such, documentation that memorializes this critical coordination and collaboration, such as a memorandum of understanding, is a vital component of an application submitted under this solicitation. Such partnerships serve as a 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 Justice Responses Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/cdsarrestmain.htm>.

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

## **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 2017, funds under the Improving Criminal Justice Responses Program may be used for the following 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 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;
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.

**Note: Victim service provider applicants interested in addressing purpose areas 6, 10, 18, or 22 must partner with the appropriate government agency necessary for the effective implementation of the selected purpose area(s).**

### **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. 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 provider<sup>2</sup> 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.

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. Do not engage in or promote activities that compromise victim safety.

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

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

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<sup>2</sup> 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 42 U.S.C. § 14043g(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.

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 law enforcement training must have a law enforcement partner in addition to the required state, local, or tribal government partner. These 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. See [Appendix E](#) for a list of the mandatory partners.

#### *Applicants Addressing Underserved Populations*

Applicants providing services to underserved populations must also partner with population specific organizations<sup>3</sup> for the development and implementation of the project. Victim service providers that qualify as population specific should demonstrate the necessary experience and expertise in the MOU and Who Will Implement sections of the application.

#### **OVW Priority Areas**

In FY 2017, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration during the application review process.

1. Strengthen and revitalize coordinated community response and multi-disciplinary teams, prioritizing those that meaningfully involve organizations and programs that focus on marginalized communities;
2. Increase support for sexual assault, including services, law enforcement response and prosecution;
3. Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, geographical region, etc.);
4. Increase the use of promising or evidence-building practices, where available; and
5. Integrate principles outlined in recent Department of Justice guidance on '[Identifying and Preventing Gender Bias in Law Enforcement Response to Sexual Assault and Domestic Violence](#)' into policies, training, and supervision protocols and systems of accountability.

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<sup>3</sup> 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.

### **Statutory Priority**

By statute, 42 U.S.C. § 3796hh-1(b), when making Improving Criminal Justice Responses Program awards priority should be given 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 2017, applications seeking to address two or more of the Improving Criminal Justice Responses Program statutory priorities will receive priority during the recommendation 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.

### **Activities that Compromise Victim Safety and Recovery**

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 sex of their children;<sup>4</sup>
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Procedures or policies that impose requirements on victims in order to receive services (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.);
4. Procedures or policies that fail to conduct safety planning with victims;
5. Project designs and budgets that fail to account for the access needs of individuals with disabilities and individuals who have limited English proficiency or 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;

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<sup>4</sup>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. Relying on batterer 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;<sup>5</sup>
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.
13. Couples counseling, family counseling or any other manner or 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].

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

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by 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 and 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 only 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

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<sup>5</sup>See also the U.S. Department of Housing and Urban Development for [guidance](#) on how such ordinances and addenda may violate the Fair Housing Act.

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.

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.

### **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.

Applications that propose unallowable activities may receive a point deduction during the review process or may be eliminated from further consideration entirely.

## ***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, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, 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, 2017.

### **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.

Awards under the Improving Criminal Justice Responses Program for FY 2017 will be made for up to \$900,000.

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

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.

The Improving Criminal Justice Responses Program typically makes awards in the range of \$450,000 to \$900,000 with an average award of \$555,500. 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 2017, 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 had previous funding that expired more than 12 months ago.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under the former Arrest Program. 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. Continuation funding is not guaranteed.

Grant recipients that received new or supplemental/continuation under the Improving Criminal Justice Responses Program funding for 36 months in FY 2015 and 2016 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 2017. **OVW may elect to not fund new applicants whose projects propose to expand or enhance services in an area where ICJR 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
- victim services providers (including state, tribal, or territorial domestic violence or sexual assault coalitions and government rape crisis centers (in a state other than a territory))

**For the purpose of this grant, the following eligible entities below are defined as follows:**

State

A state is any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, 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 14043g\(b\)\(2\)\(C\) of this title](#), 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 government rape crisis centers is limited to those within the 50 states and District of Columbia, as well as tribal governments. As such, government rape crisis centers from the U.S. Territories will need to apply through a nonprofit victim service provider or territorial, state or tribal coalition, a local unit of government, or their territorial government.**

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” set forth in 42 U.S.C. § 13925. Applications from typically “non-eligible” entities that want to assert “unit of local government” status under 42 U.S.C. § 13925 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).

**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 42 U.S.C. § 13925(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 2017 solicitation. By statute, 42 U.S.C. § 3796hh-1(a)(1), all applications must include a certification by the chief executive officer of the state, Indian tribal government or local government entity that conditions listed below are met or will be met by the end of the period ending on the date on which the next session of the state or Indian tribal legislature ends. **Applicants that are victim service providers (including state or tribal coalitions, or government rape crisis centers (not in a territory)) must have a state, local government, or tribal government partner, and the chief executive officer must submit the following certifications on agency letterhead. Applicants can refer to [Appendix F](#) of this Solicitation for samples of the Certification of Eligibility Letter. Please note that applicants will not be contacted by OVW to correct certification letters.**

Applications that do not meet all of the program eligibility requirements below will not be considered for funding under the Improving Criminal Justice Responses Program.

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. Applicants' submissions that do not meet all of the eligibility requirements at the time of application deadline will not be considered for funding.***

**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. Applicants can refer to [Appendix F](#) of the Improving Criminal Justice Responses Program Solicitation for samples of the Certification of Eligibility Letter for courts and state, tribal, and units of local governments. Please note that applicants will not be contacted by OVW to correct certification letters.**

**Required Partnerships and Certification:**

If you are a:	You must partner with a:	The Certification of Eligibility Letter /MOU requirements:
<b>Court</b>	nonprofit victim service provider, (including state sexual assault or domestic violence coalition, tribal sexual assault or domestic violence coalition, or governmental rape crisis center (not in territories)); and, if your proposal addresses a culturally specific or underserved population, a population specific organization.	<ul style="list-style-type: none"> <li>• Must be on court's letterhead and signed by the designated official signatory, typically the Chief Justice of the court / jurisdiction.</li> <li>• In the rare circumstance where a court is precluded from signing a formal MOU, a Letter of Commitment may be submitted in lieu of a MOU. <b>In this instance only, all of the partners may submit a Letter of Commitment.</b></li> </ul>
<b>Victim Service Provider (including State or Tribal Sexual Assault or Domestic Violence Coalition or Governmental Rape Crisis Center (not in territories))</b>	state, unit of local or tribal government; specific government organization needed for the project; population specific organization(s); and, if your proposal addresses a culturally specific or underserved population, a population specific organization.	<ul style="list-style-type: none"> <li>• Must be on the governmental partner's letterhead (state of, town of, county of, etc.) and signed by the designated official of that agency (governor, mayor, town administrator, etc.)</li> <li>• All partners must also be listed on the MOU and provide a signature and date.</li> </ul>
<b>State</b>	victim service provider (including state sexual assault or domestic violence coalition, tribal sexual assault or domestic violence coalition, or governmental rape crisis center (not in territories)); and, if your proposal addresses a culturally specific or underserved population, a population specific organization.	<ul style="list-style-type: none"> <li>• Must be on State's letterhead and signed by the designated official signatory typically the governor of the state.</li> <li>• All partners must also be listed on the MOU and provide a signature and date.</li> </ul>
<b>Tribal Government</b>	victim service provider, (including state sexual assault or domestic violence coalition, tribal sexual assault or domestic violence coalition, or governmental rape crisis center (not in territories)); and, if your proposal addresses a culturally specific or underserved population, a population specific organization.	<ul style="list-style-type: none"> <li>• Must be on the tribal government's letterhead and signed by the principal chief, president, chairman, etc.</li> <li>• All partners must also be listed on the MOU and provide a signature and date.</li> </ul>
<b>Unit of Local Government (Town, County, City,</b>	nonprofit victim service provider (including state sexual assault or domestic violence coalition, tribal sexual assault or domestic	<ul style="list-style-type: none"> <li>• Must be on unit of local government's letterhead and signed by the designated official signatory, typically the mayor, county administrator, town administrator, or county</li> </ul>

<b>Parrish, etc.</b>	violence coalition, or governmental rape crisis center (not in territories)); and, if your proposal addresses a culturally specific or underserved population, a population specific organization.	board chairperson. <ul style="list-style-type: none"> <li>All partners must also be listed on the MOU and provide a signature and date.</li> </ul>
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Post-Award HIV Certification Letter

In addition to the certification of eligibility requirements mentioned above, under 42 U.S.C. § 3796hh(d), all states and units of local government that receive 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.

A Special Condition will be added to all awards to states and units of local governments to ensure compliance with the HIV testing certification listed above. It is not necessary to submit the HIV Certification Letter at this time. Applicants selected for awards will be required to submit an acceptable HIV Certification letter along with the jurisdictional and/or state statute for review at a later date. This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official.

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

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

**Tribes, courts, and non-profit entities (victim service providers, state sexual assault and domestic violence coalitions) are exempt from this HIV certification requirement.**

### **Limit on Number of Applications Submissions**

An applicant can only submit 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](http://Grants.gov) or at the [OVW website](http://www.justice.gov/ovw) at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact Michelle Thomas at [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov) or 202-616-0016.

### **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 2017 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](http://Grants.gov). The letter should be submitted to OVW at [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov) by **January 26, 2017**. 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.

#### **Pre-Application Information Sessions**

OVW will conduct one web-based Pre-Application Information Session. During this session, OVW staff will review the Improving Criminal Justice Responses Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in this session is optional. The session is tentatively scheduled for **January 17, 2017, 2-3 p.m.** ET.

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 is limited to 500 participants. Registration is on a first-come-first-serve basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many communities as possible may join the session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, please contact Kari Sonmore at [ksonmore@bwjp.org](mailto:ksonmore@bwjp.org). Registration must be received by no later than **Monday, January 16, 2017 at 11:59 p.m. ET**. Participants will have the option to listen through VoIP (Voice over Internet Protocol which will allow participants to listen to the audio via their computer speakers) or over your telephone through a teleconference service number that will be provided. Standard long distance charges will apply to the teleconference call. Anyone who is interested in participating in the webinar must register in advance. Registration for the webinar begins on **Thursday January 5, 2016**, and ends on **Monday, January 16, 2016, 11:59 pm E.T.**

**Register Here:**<http://www.bwjp.org/our-training-and-services/webinar-pre-appinfo-ovw-fy2017-icjr.html> WE CANNOT ACCEPT REGISTRATIONS AFTER **Monday, January 16, 2016, 11:59**

**pm E.T.** The Pre-Application webinar will be posted to OVW's website for review on or about **January 23, 2017** at <https://www.justice.gov/ovw/video/improving-cj-response-solicitation-presentation-potential-applicants>

For registration questions contact Kari Sonmore with The Battered Women's Justice Project at [ksonmore@bwjp.org](mailto:ksonmore@bwjp.org) or 612-824-8768 x114

Closed captioning will be provided during the webinar, if additional accommodations are required to participate in the webinar, please contact OVW at [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov) no later than **January 10, 2017**.

### **Application Contents**

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

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 space the Project Narrative section  
(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. 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 Commitment<sup>6</sup>
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. Please 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 agency.
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 agency.
3. Statement as to whether the organization applying will serve as a “pass through entity” (fiscal agent/sponsor) for an organization, or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization’s past fiscal year. If yes, please also specify the end date of the applicant’s fiscal year.
5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2017 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
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. Summary of Current and Recent OVV Projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVV grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information below 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.
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 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 of Process Related to Executive Compensation](#)" section.

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<sup>6</sup> 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 the project partners may also submit Letter of Commitments.

10. State the percentage of grant activities, should the application be funded, that will address each of the following issues:

- Sexual assault;
- Domestic violence;
- Dating/teen dating violence; and/or
- Stalking;

The total percentage of grant activities should not exceed 100%.

11. State the organization and type of organization(i.e., state, unit of local government, Indian 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:

- Whether this project is a local, tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), tribal consortium, or court project;
- Identify the project focus (law enforcement, prosecution, courts, family justice center, special projects within the scope of the Improving Criminal Justice Responses Program);
- The regional area(s) (city, town, tribal area, county, parish) where this project will be implemented;
- The start and end date of the applicant’s next state or tribal legislative session;
- 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);
- 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); and
- For continuation applicants only: Statement as to whether the application is in compliance with the HIV requirement, (see “Post Award HIV Certification Letter” under the ["Eligibility Information"](#) section).

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

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary (no more than two pages, single or 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 community to be served including the geographic location and the populations in the service area, including individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency. 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/](http://www.lep.gov/maps/) to obtain this information;
2. Provide a detailed description of the need for the project;
  3. Identify the service area in which the project will be implemented and 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);
  10. List other grant funding opportunities for FY 2017 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 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;
2. Describe the goals and objectives of the proposed project;
3. Describe the specific tasks and activities necessary to accomplish the goals and objectives;
4. Describe the expected outcomes of the proposed project;
5. Provide a detailed timeline for the proposed project that demonstrates how the activities will be accomplished within the 36 month grant cycle;
6. 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;
7. 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
8. 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.

Also, applicants should consider the principles outlined in the guidance fact sheet for "Identifying and Preventing Gender Bias in Law Enforcement Response to Sexual Assault and Domestic Violence" released by the Department of Justice, December 2015. This Information is available on the OVV website at <http://www.justice.gov/ovv/identifying-and-preventing-gender-bias>. This

guidance is designed to help law enforcement agencies prevent gender bias in their response to sexual assault and domestic violence, focusing on the need for clear policies, robust training and responsive accountability systems.

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

#### Who Will Implement the Project (10 points)

The application must identify the key individuals and organizations involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.

This section must:

1. List the organizations and key personnel involved with the proposed project;
2. Provide detailed information about the experience and expertise of the organization **and** key personnel who will be directly involved with the proposed project. Position description and resumes should be included with the application;
3. Clearly demonstrate that the partnerships required by the solicitation have been met (see “Mandatory Partnership Requirement” under the “[A. Program Description](#)” section);
4. Identify the agency(ies) or office(s) responsible for implementing the project; and
5. Describe the roles and responsibilities of each organization and key personnel.

#### **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, 2017.
- 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:

Service Area Population

Up to 500,000  
500,001 to 900,000  
Over 900,000

Budget Cap

\$450,000  
\$750,000  
\$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.

A Sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the DOJ Financial Guide.

The budget must:

1. Include funds or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. Please see "[Accessibility](#)" under "F. Federal Award Administration Information."
2. 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. Please see "[Training and Technical Assistance](#)" in the Funding Restrictions section of the solicitation.
3. 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; and
4. Appropriately compensate all project partners.

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

For additional guidance please go to the [Funding Restrictions](#) section of the 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 should be a single document and should 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 name and title on each signature page.

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. 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);
4. Specify the extent of each partner's participation in developing the application;
5. Demonstrate the commitment of each project partners to work together to achieve stated project goals;
6. Indicate approval of the proposed project budget by all signing parties; and
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

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.

### **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your application. Failure to include any of the information may result in your application being removed from consideration from funding.

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 Grant funds 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 will be unable to make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Disclosure of Process Related to Executive Compensation [Internal note: use for all programs except STOP and SASP formula]

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).

#### 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](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 on [Grants.gov](http://Grants.gov).

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

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

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

Please carefully review the assurances and certification forms online. 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.

#### Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](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](http://Grants.gov).

#### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please 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 your application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](http://Grants.gov).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered

- in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures, 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? Please provide a short summary of the organization's policy for requesting payments for grant awards.
  5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization'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.
  7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations 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)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

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 funds.

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>.

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. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

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 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.

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

**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 **Dun & 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 applicant organizations 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 registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

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

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

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [Grants.gov](http://Grants.gov) and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration		
DUNS	<a href="#">DUNS</a>	January 26, 2017
SAM	<a href="#">SAM</a>	January 26, 2017
Grants.gov	<a href="#">Grants.gov</a>	January 26, 2017

**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](http://Grants.gov) immediately, but no later than **January 26, 2017**.

**Submission Dates and Times**

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. 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 16, 2017.**

Application Action	Contact Information	Date
Solicitation	<a href="http://Grants.gov">Grants.gov</a> and <a href="http://OVW Website">OVW Website</a>	Once the solicitation is released <b>January 4, 2017 – February 16, 2017</b>
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants who cannot submit an application electronically, please contact the Improving Criminal Justice Responses Program at 202-307-6026 or <a href="mailto:OVW.ICJR@usdoj.gov">OVW.ICJR@usdoj.gov</a>	<b>January 25, 2017</b>
Confirmation of Application	<p><a href="http://Grants.gov">Grants.gov</a></p> <ol style="list-style-type: none"> <li>1. The <a href="#">Authorized Organization Representative (AOR)</a> should closely monitor their email for any notification from <a href="http://Grants.gov">Grants.gov</a> 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.</li> <li>2. The <a href="#">Authorized Organization Representative (AOR)</a> will receive a minimum of two emails from <a href="http://Grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will either notify the <a href="#">Authorized Organization Representative (AOR)</a> that the application was successfully submitted, or it will notify the <a href="#">Authorized Organization Representative</a></li> </ol>	<p><b>February 16, 2017</b></p> <p><b>*Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline.</b></p>

	<p>(AOR) 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 16, 2017**. Applications submitted after **11:59 p.m. E.T. on February 16, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

**OVW Policy on Duplicate Applications**

An applicant should submit one application for the same project per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

**OVW Policy on Late Submissions**

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart below. An applicant’s request to submit an application after the deadline will be considered by OVW if all of the steps below are followed. Only in rare circumstances are extensions granted. For applicants that receive permission to submit an application after the deadline, those applications will be reviewed to ensure that the application meets the basic minimum eligibility requirements (BMR) and will be subject to the review process as outlined in this solicitation.

<b>Step</b>	<b>Timeline</b>	<b>Action</b>
Experiencing Technical Difficulties Prior to or During Application Submission	Prior to the application deadline, the applicant must contact the <a href="#">Grants.gov</a> Customer Support Hotline at 1-800-518-4726, or <a href="mailto:support@grants.gov">support@grants.gov</a> , 24 hours a day, 7 days a week, except on Federal holidays. Contact the Improving Criminal Justice Responses Program at 202-307-6026 or at <a href="mailto:OVW.ICJR@usdoj.gov">OVW.ICJR@usdoj.gov</a> prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.	Prior to the application deadline of <b>February 16, 2017</b>
Request Permission to Submit a Late Application.	Within 24 hours after the application deadline, the applicant must email the following information to the Improving Criminal Justice Responses Program <a href="mailto:OVW.ICJR@usdoj.gov">OVW.ICJR@usdoj.gov</a> to request	Within 24 hours after the deadline <b>February 16, 2017</b>

	<p>permission to submit a late application. The request should include the complete grant application, DUNS number, and the <a href="#">Grants.gov</a> Help Desk tracking number(s).</p>	
<p>OVW Review and Late Application Submission Decision</p>	<p>OVW will review and verify, with the <a href="#">Grants.gov</a> Customer Support Hotline, all information submitted related to the technical difficulties experienced by the applicant.</p> <p>OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.</p> <p>Applicant may contact the Improving Criminal Justice Responses Program at 202-307-6026 or <a href="mailto:OVW.ICJR@usdoj.gov">OVW.ICJR@usdoj.gov</a> for information on the request.</p>	<p>It is anticipated that decisions will be made within <b>3 weeks</b> from the application deadline.</p>
<p>Extraordinary Natural or Manmade Disasters</p>	<p>In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit requests to the Improving Criminal Justice Responses Program at 202-307-6026 or <a href="mailto:OVW.ICJR@usdoj.gov">OVW.ICJR@usdoj.gov</a>. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.</p>	<p>Up to 7 calendar days after the application deadline.</p>

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. Applicants should register with SAM and [Grants.gov](#) by **January 26, 2017**. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

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

**Intergovernmental Review - Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which

refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

### **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. This document also outlines the successful administration of grant funds.

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

### Food and Beverage/Costs for Refreshments and Meals

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

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

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

### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.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>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

#### 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 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" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

#### Program Assessments

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

#### Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the [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 the [OVW Policy on Late Submission](#) section above.

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

**Note:** [Grants.gov](http://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](http://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			
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 2017 ICJR Project Narrative”, or “FY 2017 ICJR Budget Narrative”. Please visit the [Grants.gov](http://Grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

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

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

**The application process can move forward once the organization successfully registers with [Grants.gov](http://Grants.gov).**

**Downloading a Grant Application Package**

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

Applicants must use the correct version of Adobe software in order to download the grant application package. To verify if the Adobe software version is compatible with [Grants.gov](http://Grants.gov), visit

the following link: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

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

### **Completing the Grant Application Package**

The applicant must manually save changes to the grant application. [Grants.gov](http://www.grants.gov) does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

### **Submitting the Completed Grant Application Package**

[AORs](#) should closely monitor their email for any notification from [Grants.gov](http://www.grants.gov) about a possible failed submission. The [AOR](#) will receive a minimum of two emails from [Grants.gov](http://www.grants.gov). Log on to [Grants.gov](http://www.grants.gov). After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to [Grants.gov](http://www.grants.gov).

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.

A confirmation screen will appear once the submission is complete. A [Grants.gov](http://www.grants.gov) tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The [Grants.gov](http://www.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<sup>7</sup>: 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. An applicant with considerable past performance issues may be removed from consideration. 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 review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery (deduct up to 10 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.

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

1. Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives
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](#)

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<sup>7</sup> 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.

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

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

#### 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, 2017.

## ***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 login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#) and the scanning of the fully-executed award document to OVW.

### **Administrative and National Policy Requirements**

#### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Solicitation Companion Guide](#).

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 Improving Criminal Justice Responses 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 new civil rights provision that applies to all FY 2017 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. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. 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 (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

#### **Reporting**

##### Reporting Requirements

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 forms are delinquent.

## **G. Federal Awarding Agency Contact(s)**

For assistance with the requirements of this solicitation, contact the OVW Improving Criminal Justice Responses Unit at [OVW.ICJR@usdoj.gov](mailto: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. 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 letter submitted with a Transitional Housing Program Application will not be transferred to the Rural application).

<b>Application Document</b>	
<b>1. Letter of Registration</b>	
<b>2. Summary Data Sheet</b>	
<b>3. Project Narrative</b>	
<b>4. Purpose of the Application</b>	
<b>5. What Will Be Done</b>	
<b>6. Who Will Implement</b>	
<b>7. Proposal Abstract</b>	
<b>8. Budget Detail Worksheet and Narrative</b>	
<b>9. Memorandum of Understanding (OR, if applicable, Letter of Commitment)</b>	
<b>10. Application for Federal Assistance: SF 424</b>	
<b>11. Standard Assurances and Certifications</b>	
<b>12. Proof of 501(c) (3) Status (Nonprofit Organizations Only)</b>	
<b>13. Disclosures of Process Related to Executive Compensation</b>	
<b>14. Confidentiality Notice Form</b>	
<b>15. Letter of Nonsupplanting</b>	
<b>16. Financial Accounting Practices</b>	
<b>17. Applicant Financial Capability Questionnaire (new nonprofits only)</b>	
<b>18. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)</b>	
<b>19. <a href="#">Certification of Eligibility Letter</a></b>	
<b>20. Service Area Map that identifies the project's targeted area and jurisdiction to be served</b>	

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

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

### Rent

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

### Audit Costs

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

### Indirect Costs

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

Non-federal entities 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. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

#### Compensation for Partners

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

#### Non-Federal contributions

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

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

**Budget Detail Worksheet**

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

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

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

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

The Program Coordinator will coordinate the 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
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

**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	Airfare	\$500 (avg.) x 3 people x 4 trips	\$ 6,000
		Lodging	\$100 (avg.) x 3 nights x 3 people x 4 trips	\$ 3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$ 2,400

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the 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>
<b>TOTAL CONSTRUCTION:</b>		<b><u>\$ 0</u></b>

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

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

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

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to 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 Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

**Subtotal Consultant Fees: \$ 37,950**

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		<b>Subtotal OVW-Mandated Training:</b>		<b><u>\$ 8,000</u></b>
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
<b>Subtotal Sexual Assault Training:</b>		<b><u>\$ 705</u></b>		

**Subtotal Consultant Travel: \$ 8,705**

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the 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
<b>Subtotal Contracts:</b>		<b><u>\$ 13,500</u></b>

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

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

**TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155**

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

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



**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, 2015. (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.

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

## **APPENDIX B**

### **Sample Letter of Registration**

***For DUNS number, SAM and Grants.gov***

**[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 2017 Improving Criminal Justice Responses Program, [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 Organization 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,

**[Applicant's Authorizing Official]**

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
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	<b>TOTAL: \$467,850</b> A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
			\$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  
 Federal Grants to do the Same or Similar Work**

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

**APPENDIX F**  
**Sample Certification Letter**

### ***Tips for Letters of Certification***

- 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 63 for court applicants, and page 64 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); see chart on page 15 and 16;
- 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 do not meet the HIV Certification language will have until the end of their next legislative session to meet the certification requirements;
- Non-profits, Tribes and Courts are exempt from the HIV Certification requirement; 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](mailto: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 62)**

**[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 for New Applicants (See Tips Page 62)

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

- (A) The state or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than **48 hours** after the date on which the information or indictment is presented **and defendant is in custody or has been served** with the information or indictment;
- (B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and
- (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B); or  
gives the Attorney General assurances that its laws and regulations will be in compliance with requirements or paragraph (1) by the period ending on the date on which the next session of the state legislature ends.

I further acknowledge that should [insert jurisdiction name] receive an 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 certification or our exemption from the certification required. Acceptable documentation includes statutes, regulations, or written policies. Failure to submit the necessary documentation by the end of our next state legislative session will result in the forfeiture of the five percent.

Sincerely,  
**[Applicant's Authorizing Official]**