

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



OVW Fiscal Year 2012 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

Eligibility

Applicants are limited to those States, units of local government, Indian Tribal governments and State, local, Tribal, and Territorial courts that have an open Arrest award and/or an Arrest award that was closed within the last 12 months. Grant recipients who received new or supplemental funding for 24 months in Fiscal Year 2011 are NOT eligible to apply for Fiscal Year 2012 awards.

(See "Eligibility," page 5)

Deadline

All applications are due by 11:59 p.m. E.T. on March 26, 2012.
(See "Deadline: Application," page 4)

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by **March 12, 2012.**

Contact Information

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

In Fiscal Year 2012, OVW applications will be submitted through Grants.gov. For technical assistance with the Grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2012-3133

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.

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OVW Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (CFDA 16.590)

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

About the OVW Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (the Arrest Program) recognizes that sexual assault, domestic violence, dating violence, and stalking¹ are crimes that require the criminal justice system to hold offenders accountable for their actions through investigation, arrest, and prosecution of violent offenders, and through close judicial scrutiny and management of offender behavior.

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

Deadlines

Application

The deadline for applying for funding under this grant announcement is **11:59 p.m. E.T. on March 26, 2012**. Applications submitted after **March 26, 2012, 11:59 p.m. E.T.** will not be considered for funding.

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

Note: For applicants without Internet access, who cannot submit an application electronically, please contact **Sue Pugliese at (202) 305-1660** no later than **March 12, 2012** to request permission to submit an application by alternative means.

Registration

The Grants.gov registration deadline is **March 12, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

Eligible entities for this program are:

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

For Fiscal Year 2012, program eligibility is restricted to entities that have a current open award from the Arrest Program and/or an award from the Arrest Program that was closed within the last 12 months. Grant recipients who received new or supplemental funding from the Arrest Program for 24 months in Fiscal Year 2011 are NOT eligible to apply for Fiscal Year 2012 awards.

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

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

- Police departments;
- Pre-trial service agencies;
- District or city attorneys' offices;
- Sheriffs' departments;

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

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

- Probation and parole departments;
- Shelters;
- Nonprofit, nongovernmental victim service agencies including faith-based or community organizations; and
- Universities.

The above non-eligible entities are typically not units of local government for the purposes of this grant Program unless they meet the definition of “unit of local government” set forth in 42 U.S.C. § 3791 (see footnote three on page 5). Applications from typically “non-eligible” entities that want to assert “unit of local government” status under 42 U.S.C. § 3791 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 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.

Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the Arrest Program must also meet the following requirements:

Certification of Eligibility

According to 42 U.S.C. § 3796hh(c), to be eligible to receive funding through this Program, applicants must:

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

- (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.

By statute, 42 U.S.C. § 3796hh-1(a)(1), all applications must include a certification by the **chief executive officer** of the State, Indian Tribal government or local government entity that conditions listed above are met or will be met by the statutory deadline. **Applicants that have OVW Arrest Program grants at the time of application but do not meet all eligibility requirements at the time of application will not be considered for additional 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 may not be contacted by OVW to correct certification letters.

HIV Certification

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

- (1) certifies that it has a law or regulation that requires:
 - (A) The State or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than **48 hours** after the date on which the information or indictment is presented;
 - (B) as soon as practicable notification 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 Arrest Program grants to States and units of local government that are funded in Fiscal Year 2012 to ensure compliance with the HIV testing certification listed above. It is not necessary to submit the HIV Certification Letter at this time. Awardees who do not submit an acceptable HIV Certification Letter at the time of application will receive a special condition prohibiting the drawdown of 5 percent of their Arrest Program grant until an acceptable HIV Certification Letter has been reviewed and approved by OVW. Non-compliance of the HIV testing certification will not affect the scoring of the application.

Types of Applicants

In Fiscal Year 2012, OVW will accept applications for the Arrest Program from the following:

Continuation: Applicants who have an open award from the Arrest Program, and/or an award from the Arrest Program that was closed within the last 12 months. Grant recipients who

received new or supplemental funding from the Arrest Program for 24 months in Fiscal Year 2011 are NOT eligible to apply for Fiscal Year 2012 awards.

Award Information

Award Period

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 24 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Arrest Program for Fiscal Year 2012 will be made for up to:

<u>Service Area Population*</u>	<u>Budget Cap</u>
Up to 500,000	\$300,000
500,001 to 900,000	\$650,000
Over 900,000	\$900,000

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

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.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Program Scope

Activities supported by the Arrest Program are determined by statute, Federal Regulations, and OVW policies.

Purpose Areas

In Fiscal Year 2012, funds under the Arrest Program may be used for the following purposes:

- Implement pro-arrest programs and policies in police departments, including policies for protection order violations;
- Develop policies, educational programs, protection order registries, and training in police departments to improve tracking of cases involving sexual assault, domestic violence, dating violence, and stalking. Policies, educational programs, protection order registries, and training described in this purpose area shall incorporate confidentiality, and privacy protections for victims of sexual assault, domestic violence, dating violence, and stalking;
- Centralize and coordinate police enforcement, prosecution, or judicial responsibility for sexual assault, domestic violence, dating violence, and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges;

- Coordinate computer tracking systems to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts;
- Strengthen legal advocacy service programs for victims of sexual assault, domestic violence, dating violence, and stalking, including strengthening assistance to such victims in immigration matters;
- Educate judges in criminal and civil courts (including juvenile courts) about sexual assault, domestic violence, dating violence, and stalking and improve judicial handling of such cases;
- Provide technical assistance and computer and other equipment to police departments, prosecutors, courts, and Tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between States and Tribal jurisdictions, and enforcement between Tribal jurisdictions;
- Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault and domestic violence against older individuals⁴ and individuals with disabilities⁵;
- Develop State, Tribal, Territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of sexual assault, domestic violence, dating violence, and stalking, and develop effective methods for identifying the pattern and history of abuse that indicates which party is the actual perpetrator of abuse;
- Plan, develop and establish comprehensive victim service and support centers, such as family justice centers, designed to bring together victim advocates from non-profit, nongovernmental victim services organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families. **Although funds may be used to support co-location of project partners under this purpose area, funds may not support construction or major renovation expenses or activities that fall outside of the scope of the other statutory purpose areas;**
- Develop and implement policies and training for police, prosecutors, probation, and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals;
- Develop, enhance and maintain protection order registries; and
- Develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols⁶.

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

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

Please note that funds cannot be used to create sex offender registries

OVW Priority Areas

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

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

In Fiscal Year 2012, OVW will prioritize Arrest applications that propose to:

- Develop Sexual Assault Response Teams (SART) and support Sexual Assault Nurse Examiners/Sexual Assault Forensic Examiners (SANE/SAFE) along with collaborating or partnering with sexual assault victim advocates to actively respond to sexual assault;
- Develop and implement risk/danger assessments to address issues of victims who are considered to be at high risk of lethality in relationships; and
- Provide appropriate support and interventions in sexual assault and domestic violence cases to members of the military and their families.

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:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;

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

- Automatic pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Operating domestic violence batterer intervention programs that are not court-ordered or court-monitored;
- Utilizing anger management classes instead of court-ordered batterer intervention programs;
- Requiring victims of sexual assault, domestic violence, dating violence, or stalking to file for a protection order or file criminal charges against their abusers as a condition of receiving services;
- Using practices or procedures that fail to protect the confidentiality and safety of victims; (e.g., not utilizing advocates for safety planning, unsafe ways/means of contacting victims);
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence; and
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims. Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.

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

Out-of-Scope Activities

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

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research.)
- 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. Grant funds, however, may be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking **only** in the limited context of protection order proceedings).
- Prevention Activities (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).
- Family Violence (Grant funds may not be used to address directly 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).

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

Unallowable Activities

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

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations (such as painting or carpeting)

How To Apply

This section describes what an application should include. 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; and, 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 the application is complete and submitted by the deadline.

Formatting and Technical Requirements

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

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

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the Arrest Program Solicitation point of contact, Sue Pugliese at (202) 305-1660 **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a **grants.gov** Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW 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 the following will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)
4. Certification of Eligibility

Applications forwarded for review will be scored on the following:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Summary Data Sheet
4. Memorandum of Understanding (MOU)

Applications must address each section and include the detailed information outlined below in the specified section of their application.

Summary Data Sheet (2 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Fiscal Year 2012;

- The agency and type of agency (i.e., unit of local government, State, Territorial or Tribal government, State, Tribal, Territorial or local court) applying for funding;
- The nonprofit, non-governmental victim services program collaborating on this project;
- Whether this project is a local, Tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), Tribal consortium, or court project;
- The regional area(s) (city, town, Tribal area, county, parish) where this project will be implemented;
- The Arrest Program Statutory Purpose Areas and OVW Priority Areas. Applicants are not required to address a Priority; and
- Summary of Current and Recent OVW Projects
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within the last 12 months, the information below **must** be included.
 - Identify each grant by OVW program, award number, and project period.
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (63 Points Total)

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following four sections:

Purpose of Application (10 points)

This section must include:

- Service area and target population;
- Problem to be addressed;
- Current services;
- Gaps in services;
- A description of how the proposed project complements the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments);
- Information regarding whether the applicant has applied or is applying for multiple OVW grants, and a description of how this project complements such other projects without duplicating efforts;
- The impact of current or prior efforts to prevent and reduce sexual assault, domestic violence, dating violence, and/or stalking in the jurisdiction;
- The need or continued need for the project; and
- A description of the community to be served, including diverse, traditionally, underserved populations of victims of sexual assault, domestic violence, dating violence, or stalking and how the proposed project will address their needs.

What Will Be Done (40 points)

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section.

- Goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Expected outcomes;
- A time line that demonstrates how the activities will be accomplished within the 24 month grant cycle;
- A description of how additional funding will enhance any existing projects;
- A description of tangible products, if any, that will be generated (e.g., a video, a brochure, a curriculum) and how they could be used to assist other jurisdictions that wish to implement mandatory or pro-arrest policies to address sexual assault, domestic violence, dating violence, or stalking (products are not required);
- A description of what the applicant is currently doing to address victim safety and autonomy; and
- A description of how the applicant plans to address victim safety and autonomy in the project.

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.

Who Will Implement the Project (10 points)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- Key personnel;
- Experience and expertise of the organization **and** key personnel who will be directly involved with the project;
- A clear demonstration that any partnerships required by the solicitation have been met;
- The agency(ies) or office(s) responsible for implementing the project;
- Provide a description of the expertise or experience of key staff. Position descriptions and resumes that are available should be appended to the application.

Grantees under this Program may not issue a Solicitation/Request for Proposals redistributing these funds after receiving an award.

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

Victim service organizations should meet all of the following criteria:

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

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

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

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

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

Sustainability Plan (3 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if Federal funding through the Arrest Program were no longer available.

- Applicants must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

Budget Detail Worksheet and Narrative (15 Points)

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. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet

is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. 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.

Award Period and Amount

Award Period

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Arrest Program for Fiscal Year 2012 will be made for up to:

<u>Service Area Population*</u>	<u>Budget Cap</u>
Up to 500,000	\$300,000
500,001 to 900,000	\$650,000
Over 900,000	\$900,000

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

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.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the OVW Financial Grants Management Guide (OVW-FGMG) and is available at <http://www.ovw.usdoj.gov/docs/OVW-FGMG-Version-2-7-12-conf-cost-updates-revised-2.pdf>. The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs;
- **Not** allocate any funds for uniforms, weapons, automobiles, and security systems; and
- Include salary and fringe costs in the “Personnel” category for staff only if they work directly for the eligible applicant; otherwise, include salary and fringe benefits in the “Consultants/Contracts” category;
- Allocate funds to support travel costs associated with technical assistance providers; and
- Appropriately compensate project partners.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

- 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;
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes;
- A special presentation at the conference requires a plenary address and there is no other time for food to be obtained; or
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative.

Note: In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

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 **\$20,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount.

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU) (20 Points Total)

For purposes of this application, 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 it should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application.

The MOU must:

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

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

The MOU should be a **single document** that includes signatures and dates from all partners. **Separate signature pages for partners are allowable so long as all partner's names appear on each signature page.** Signatories should be sure to include their titles and agencies under their signatures.

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

Additional Required Information

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

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

Status of Current Project

Applicants applying for continuation funding under the Arrest Program must include the following information:

- Identify each Arrest grant award number, and project period;
- Specify the total funds remaining in each grant as of the date of application;
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application;
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period;
- List the number and titles of all full-time and/or part-time positions; and
- Describe the status of achieving the goals and objectives identified in your most recent application.

In addition, OVW will evaluate the performance of the applicant in all current OVW grants when considering this application. **Please note that applicants that are OVW grantees who have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

Letter of Nonsupplanting

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

Financial Accounting Practices

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

- 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?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?

- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to the [OVW-FGMG](#). This should be a separate attachment to the application in **Grants.gov**. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Selection Criteria

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

OVW reserves the right to deduct points for applications that are partially out of scope, that include unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

If an application 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, it will not be considered for funding.

Review Process

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

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

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

Other Requirements

Federal Financial Guidelines and Reporting Requirements

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

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

Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award. For more information, please see the [Reference Guide](#).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal 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 [Reference Guide](#).

- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OVW-FGMG](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or

suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative.	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
Sustainability Plan	
3. Budget Detail Worksheet and Narrative	
4. MOU	
5. Proposal Abstract	
6. Status of Current Project	
7. Application for Federal Assistance: SF 424	
8. Standard Assurances and Certifications	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
12. Certification of Eligibility Letter	
13. A Jurisdiction-Service Area Map	

Appendix A – Certification of Eligibility Letter

Quick Tips to Certification of Eligibility Letter

- Current grantees that do not meet all eligibility requirements at the time of application will not be considered for funding.
- If your jurisdiction is compliant with all statutory eligibility requirements, please refer to “Sample Certification of Eligibility Letter” on page 26.
- Ensure all language in the letter reflects what is outlined in the Solicitation and highlighted in the following sample letter. *Note: an “and” or an “or” in the incorrect place or missing can make the letter deficient, therefore making the application ineligible for funding.*
- Have the Chief Executive Officer sign the letter. *Examples: Governor for a State applicant; Chief Judge or Court Administrator for a court applicant; and Mayor or; County Executive for a unit of local government applicant; or Tribal Chairman for a Indian Tribal government applicant.*

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

**[Applicant
Letterhead] [date]**

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

Re: Arrest Program

Dear Director:

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

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

Sincerely, **[Chief Executive Officer]**