OMB Number: 1122-0020
Expiration Date: 8/31/2015

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

OVW Fiscal Year 2015 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program Solicitation

Solicitation Release Date

This solicitation was released on or about **February 11, 2015**.

Eligibility

Applicants are limited to states, units of local government, Indian tribal governments and state, local, tribal and territorial courts, nonprofit and tribal government victim service providers, state or tribal sexual assault or domestic violence coalitions, and certain governmental rape crisis centers (in a state other than a territory). Grant recipients that received funding for 36 months in Fiscal Year 2013 or 2014 are NOT eligible to apply for Fiscal Year 2015 awards.
(See "Eligibility")

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 24, 2015.
(See "Submission Dates and Times")

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with **Grants.gov** immediately, but no later than **March 3, 2015.**
(See "Registration")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to OVW.Arrest@usdoj.gov by **March 3, 2015**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See "Letter of Registration")

Pre-Application Webinar: OVW will conduct one Pre-Application webinar for anyone interested in submitting an application for the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. Participation in this webinar 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, contact OVW at (202) 307-6026.

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

Grants.gov Number assigned to announcement OVW-2015-4031

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2015.

Contents

Eligibility 1
Deadlines 1
Contact Information 2
A. Program Description 6
Overview 6
Purpose Areas 6
Mandatory Program Requirements 10
OVW Priority Areas 12
Activities that Compromise Victim Safety and Recovery 13
Out-of-Scope Activities 14
B. Federal Award Information 14
Availability of Funds 14
Award Period 14
Types of Applicants 15
C. Eligibility Information 15
Eligible Applicants 15
Eligible Entities 15
Nonprofit Organization Requirements 17
Cost Sharing or Match Requirement 17
Other 17
Program Eligibility Requirements 17
Limit on Number of Application Submissions 20
D. Application and Submission Information 20
Address to Request Application Package 20
Content and Form of Application Submission 20
Letter of Registration 20
Pre-Application Webinar 21
Application Contents 21
Formatting and Technical Requirements 21
Application Requirements 21
Summary Data Sheet (5 Points) 22
Project Narrative 24
Proposal Abstract 25

Budget Detail Worksheet and Narrative 25
Memorandum of Understanding (MOU) 26
Additional Required Information 26
Proof of 501(c)(3) Status (Nonprofit Organizations Only) 27
Disclosures Related to Executive Compensation 27
Confidentiality Notice Form 27
Application for Federal Assistance (SF-424) 27
Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6) 27
Letter of Nonsupplanting 28
Financial Accounting Practices 28
Financial Capability Questionnaire (if applicable) 28
Indirect Cost Rate Agreement (if applicable) 29
Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) 29
Registration 29
Submission Dates and Times 30
OVW Policy on Duplicate Applications 31
Experiencing Unforeseeable Technical Issues 31
OVW Policy on Late Submissions 32
Intergovernmental Review 32
Single Point of Contact Review 32
Funding Restrictions 32
Unallowable Activities 35
Other Submission Requirements 35
E. Application Review Information 37
Criteria 37
Review and Selection Process 37
Peer Review 37
Programmatic Review 37
Compliance with OVW Financial Requirements 38
High Risk Grantees 38
Anticipated Announcement and Federal Award Dates 38

F. Federal Award Administration Information 39
Federal Award Notice 39
Administrative and National Policy Requirements 39
Violence Against Women Act Non-Discrimination Provision 39
Compliance with OVW Financial Requirements 40
Reporting 40
Reporting Requirements 40
Public Reporting Burden - Paperwork Reduction Act Notice 40
G. Federal Awarding Agency Contact(s) 40
H. Other Information 41
Application Checklist 41
APPENDIX A 42
Budget Guidance & Sample Budget Detail Worksheet 42
Budget Guidance 43
Budget Detail Worksheet 45
APPENDIX B 52
Sample Letter of Registration 52
APPENDIX C 54
Disclosures Related to Executive Compensation 54
APPENDIX D 56
Quick Tips to Certification of Eligibility Letter & Sample Certification of Eligibility Letters for Court Applicants and State, Tribal and Units of Local Government Applicants 56
APPENDIX E 61
Summary of Current and Recent OVW Projects 61
APPENDIX F 63
Summary of Current and pending Non-OVW Federal Grants to do the Same or Similar Work 63
APPENDIX G 65
Statutory Purpose Areas for Nonprofit and Tribal Government Victim Service Providers, State or Tribal Sexual Assault or Domestic Violence Coalitions, and Government Rape Crisis Centers 65

OVW Grants to Encourage Arrest Policies and Enforcement of Protection Orders 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 and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

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

The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (Arrest Program) recognizes that sexual assault, domestic violence, dating violence, and stalking 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 program was authorized by 42 U.S.C. §§ 3796hh–3796hh-4.

The Arrest Program is designed to encourage partnerships between 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 as serious violations of criminal law requiring the coordinated involvement of the entire criminal justice system and community-based victim service organizations. The Arrest Program challenges the community to work collaboratively to identify problems, and share ideas that will result in new responses to ensure victim safety and offender accountability.

For additional information on the Arrest Program, including what past Arrest Program grantees have accomplished with their grant funds and to view the Arrest Program performance measures, see http://muskie.usm.maine.edu/vawamei/cdsarrestmain.htm.

Program Scope

Activities supported by the Arrest 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 Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

Purpose Areas

In FY 2015, funds under the Arrest 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.

Nonprofit or tribal government victim service providers, state or tribal sexual assault or domestic violence coalitions, and certain governmental rape crisis centers (in a state other than a territory) that apply as the lead applicant, must include the mandatory partners (see Appendix G for a list of the mandatory partners). Since the majority of the statutory purpose areas noted on pages 7-8 of the Arrest Program Solicitation include functions and/or activities that are inherently governmental or law enforcement focused, non-profit, non-governmental eligible entities applying as the lead applicant may seek funding to address only the following purpose areas: 5, 6, 10, 16, 17, 18, and 22 as specified below.

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: Nonprofit 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
An applicant that fails to include these required elements in its application, and is chosen for funding, will be required to incorporate all of these activities into its project.

Mandatory Partnerships
A foundational aspect of the Arrest Program is the principle that 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 Arrest 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 victim service providers[1] serving victims of sexual assault, domestic violence, dating violence, and/or stalking. A victim service provider 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 seeking safety from perpetrator violence; and
3. 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:

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. Victim advocates employed by nonprofit, nongovernmental sexual assault, domestic violence, dating violence, or stalking programs (e.g., shelters, rape crisis centers[2], advocacy groups or coalitions); and
3. Legal representatives (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

---

[1] 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.

[2] 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.

There is an important role for all victim advocates to play in the creation of a coordinated community response. However, given the unique role that nonprofit nongovernmental victim services programs play in representing the needs of survivors, victim service providers must be involved in the development and implementation of projects receiving Arrest 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, State or Tribal Coalition, or Rape Crisis Center Applicants
Applicants that are nonprofit or tribal government victim service providers, state or tribal coalitions, or government rape crisis centers are required to enter into a formal collaboration with a state, local government, or tribal government and any specific governmental organizations that are necessary to the implementation of the project. For example, an applicant proposing law enforcement training must have a law enforcement partner in addition to a 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.

Applicants Providing Services to Underserved Populations
Applicants providing services to underserved populations must also partner with population specific organizations[3] for the development and implementation of the project. Victim service providers that qualify as population specific should demonstrate this in the MOU and Who Will Implement sections of the application.

Statutory Priority
By statute, 42 U.S.C. § 3796hh-1(b), when making Arrest 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.

[3] An “underserved population specific organization” means a nonprofit, nongovernmental organization that primarily serves members of a specific population and has demonstrated experience and expertise providing targeted services to members of that specific population.

OVW is interested in supporting projects that credibly address more than one statutory priority area. In FY 2015, applications seeking to address two or more of the Arrest Program statutory priorities will receive priority.

OVW Priority Areas
Applications proposing activities in the following areas will be given special consideration during the review process:

1. Enhance collaboration between civilian and military agencies as part of an improved coordinated community response to domestic violence cases involving military personnel;
2. Strengthen and revitalize coordinated community response and multi-disciplinary teams;
3. Increase support for sexual assault, including services, law enforcement response and prosecution;
4. Prioritize funding for communities with rates of domestic violence or sexual assault higher than the national average; and
5. Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).

Applicants interested in addressing the OVW priority area of “strengthen or revitalize coordinated community response” can apply for FY 2015 Arrest Program grant funds to implement a “Blueprint for Safety.” Developed by Praxis International, the Blueprint for Safety is a comprehensive, inter-agency response to domestic assault criminal cases, designed to engage criminal justice system agencies, from 911 to case disposition, in a collaborative process with community-based advocates to produce safety and justice for victims of ongoing intimate partner violence.

Applicants requesting support to implement a Blueprint must indicate what Arrest Program purpose area their Blueprint project would address. Most applications will likely fall under purpose areas 3 or 10; however, there may be another Arrest Program purpose area that more accurately reflects the proposal. Applicants should describe how the Blueprint will fit their identified gaps. Applicants electing to implement Blueprint in addition to another activity (identify the purpose area) must provide a budget for the Blueprint, separate from the budget for their other activities.

Strengthen and Revitalize Coordinated Community Response and Multi-disciplinary Teams
While many communities implemented the coordinated community response model in the 1990's; many of these teams are in need of a jump start to insure that they remain aware of emerging promising practices and best practices for responding to their changing communities. Additionally, original leaders of multi-disciplinary teams may have moved on and new members may not understand the purpose of the team or their role. The gaps that initially led a community to form a CCR or multi-disciplinary team might have been resolved; but the team might not have assessed new challenges, such as those presented by emerging technology.

Consequently, the Arrest Program strongly encourages applicants to consider ways in which they could strengthen their domestic violence coordinated community response or sexual assault multidisciplinary response team. This may include, but is not limited to, implementing a system-wide safety audit or conducting an assessment of their current multi-disciplinary team. Applicants should include dedicated funds within their proposed budget to complete these activities. One option for applicants interested in addressing the OVW priority of "strengthening or revitalizing their domestic violence coordinated community response" is to apply for grant funds to implement the "Blueprint for Safety." Developed by the City of Saint Paul, Praxis International, and the Saint Paul Intervention Project, the Blueprint for Safety is a comprehensive, inter-agency strategy

designed to engage criminal justice system agencies, from 911 emergency calls to case disposition, in a collaborative process with community-based advocates to review their domestic violence goals and ensure that policies and procedures support those goals, and address any gap in meeting their shared objectives. Interested Arrest Program grantees that apply and are selected for support to implement the Blueprint will receive specialized technical assistance to adapt the Blueprint strategy in their local jurisdictions and enhance their criminal justice response to domestic violence cases.

Additional information on the Blueprint for Safety can be found at http://praxisinternational.org/praxis bp becoming bp community.aspx. Applicants interested in implementing the Blueprint Process should plan to include in their budget $450,000 for Blueprint implementation. Applicants must also include information regarding the current state of their local CCR efforts and what gaps they think the Blueprint can assist them in addressing.

Note: Applicants are not required to address any of the statutory priorities or OVW priority areas.

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 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;[4]
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Automatic pre-trial diversion programs;
4. Mediation or counseling for couples as a systemic response to domestic violence;
5. Operating domestic violence batterer intervention programs that are not court-ordered or court-monitored;
6. Utilizing anger management classes instead of court-ordered batterer intervention programs;
7. 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; and
8. Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims. Instead, procedures that provides 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.

---

[4] If an award is made, the recipient will be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on “Violence Against Women Act Non-Discrimination Provision” under “F. Federal Information”.

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:

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on 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 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; and
6. Sex offender registry. Grant funds may not be used to create sex offender registries.

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 the Arrest Program becomes no longer available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merits of the applications and on the availability of appropriations.

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. The award period will start on October 1, 2015.

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 FY 2015 will be made for up to $950,000.

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.

Funding levels under the Arrest Program for FY 2015 is as follows:

Service Area Population	Blueprint Project	All Other Projects
Up to 500,000	$450,000	$450,000
500,001 to 900,000	$650,000	$750,000
Over 900,000	$750,000	$950,000

The Arrest Program supports approximately 50 awards each year. The average award amount is $600,000 depending on the service area size and complexity of the project. OVW estimates that it will make up to sixty awards for an estimated $30,000,000.

Awards will be made as grants.

For more information on budgets, and things that must be included, please see Budget Detail Worksheet and Narrative.

Types of Applicants
In FY 2015, OVW will accept applications for the Arrest Program from the following:
New: applicants that have never received funding under the Arrest Program or had previous funding that expired more than 12 months ago.

Continuation: applicants that have an open Arrest Program award and/or an Arrest Program award that has expired within the past 12 months. **Entities that are no longer eligible due to the change in definition of unit of local government such as any parish sheriff's office, can apply through their unit of local government.** Continuation funding is not guaranteed.

Grant recipients that received new or supplemental funding for 36 months in FY 2013 or 2014 are NOT eligible to apply.

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
Eligible entities for this program are:

1. States;
2. Units of local government;
3. Indian tribal governments;
4. State, local, tribal, and territorial courts (including juvenile courts);
5. Sexual assault, domestic violence, dating violence, or stalking victim service providers (either nonprofit or tribal government);
6. State or tribal sexual assault or domestic violence coalitions; and
7. Government rape crisis centers (in a state other than a territory).

States
A state is 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.

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 Arrest Program.

Indian Tribal Government
Indian tribal government is defined as 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 Courts (including juvenile courts)
Courts is 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 sections 10402 and 10411 of this title (See OVW's website for a current list of eligible state domestic violence coalitions, http://www.ovw.usdoj.gov/statedomestic.htm).

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.ovw.usdoj.gov/statedo mestic.htm).

Tribal Coalition
The term "tribal coalition" means an established nonprofit, nongovernmental Indian organization, or Alaska Native organization— (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.

Government Rape Crisis Centers
A government rape crisis center is defined as a 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. 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 non-profit 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 Arrest 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.**

Nonprofit Organization Requirements
Any entity that is eligible for the Arrest 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). 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 Arrest Program.

Cost Sharing or Match Requirement
This program has no matching or cost sharing requirement.

Other
Program Eligibility Requirements
In addition to meeting the eligible entity requirements outlined above, applications for the Arrest Program must also meet the requirement(s) below. All certification and other eligibility related

documents must be current and developed in accordance with the FY 2015 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, state or tribal coalitions, or government rape crisis centers must have a state, local government, or tribal government partner, and the chief executive officer must submit the following certifications. Applicants can refer to Appendix D of the Arrest 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.**

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

1) 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;

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, continuation and new, must submit a certification of eligibility letter at the time of application. Those applicants that do not meet all of the eligibility requirements at the time of application submission 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 D" of the Arrest 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.

Other Certifications

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

(1) certifies that it has a law, policy, or regulation that requires:

(A) The state or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in

which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than **48 hours** after the date on which the information or indictment is presented and the defendant is in custody or has been served with the information or indictment;

(B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and

(C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B); or

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

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

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

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

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

D. Application and Submission Information

Address to Request Application Package
The complete application package is available at Grants.gov or at the OVW website at http://www.justice.gov/ovw . Applicants wishing to request a paper copy of the application materials should contact Ms. Kimberly Shamberger at OVW.Arrest@usdoj.gov or (202) 514-7998.

Content and Form of Application Submission

Letter of Registration
Applicants intending to apply for FY 2015 funding under this program, are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with Grants.gov. The letter should be submitted to OVW at OVW.Arrest@usdoj.gov by **March 3, 2015**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

Pre-Application Webinar
OVW will conduct one Pre-Application Webinar. During this webinar, OVW staff will review the FY 2015 Arrest Program grant requirements, review the FY 2015 Arrest Solicitation, and allow for a brief question and answer session**.** Participation in this webinar is optional.
The webinar is scheduled for **March 5, 2015; 1-3 p.m. E.T. Each participant will be charged for the call.**

Anyone who is interested in submitting an application to the Arrest Program must register to participate in the webinar. The number of participants for this webinar is unlimited.

Registration for the webinar begins on **February 11, 2015** and ends on **March 4, 2015.**

Register Here: https://bwjp.ilinc.com/register/bwzbhkm
WE CANNOT ACCEPT REGISTRATIONS AFTER March 4, 2015.

For registration questions contact Kari Sonmore with The Battered Women's Justice Project at ksonmore@bwjp.org or 612-824-8738 x114.

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

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

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents must be 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)
4. Certification of Eligibility

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)
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 for the Authorized Organization Representative (AOR) of the applicant agency (see "Application for Federal Assistance (SF-424)" for the definition of AOR).
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a fiscal agent / sponsor for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended $500,000 in Federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
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 2015 to do the same or similar work (see "Appendix F Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work").
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. 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.
8. 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 Related to Executive Compensation" section.
9. The agency and type of agency (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 certain governmental rape crisis centers (in a state other than a territory) applying for funding:

A. Whether this project is a local, tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), tribal consortium, or court project;
B. Identify the project focus (law enforcement, prosecution, courts, family justice center, training, special projects within the scope of the Arrest Program);
C. The regional area(s) (city, town, tribal area, county, parish) where this project will be implemented;
D. The start and end date of the applicant's next state or tribal legislative session;
E. The Arrest Program Statutory Purpose Area(s) the applicant will address (Applicants must address at least one Statutory Purpose Area); and
F. Any Statutory Priority and/or OVW Priority Area(s) the applicant will address.

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

10. Provide data on the rates of domestic violence and/or sexual assault as it pertains to the project's targeted service area. In addition, provide the rate of sexual assault and domestic violence for any demographic that exceeds 5%.
11. The percentage of grant activities, should the application be funded, that will address each of the following issues:
    A. Sexual assault;
    B. Domestic violence;
    C. Dating/teen dating violence; and/or
    D. Stalking;
12. If the application is addressing "Blueprint for Safety".
13. Summary of Current and Recent OVW Projects (if applicable) in Appendix E
    A. If the applicant has a current grant award or cooperative agreement under any OVW program, or received an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be included.
        i. Identify all grants by OVW program, award number, and project period.
        ii. Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
        iii. Specify the total funds remaining in each grant as of the date of application.
        iv. Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
        v. Provide justification for remaining funds.
        vi. Estimate the amount of grant funds that will be remaining at the end of the current project period.
        vii. List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants that have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2015 (explain any such justification -- i.e., the project started late because of budget approval, staffing issues, etc.).

Project Narrative (55 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:

1. A detailed description of the need or continued need for the project;
2. 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;
3. The target population of the proposed project;
4. Detailed description of the problem to be addressed;
5. Current services offered in the service area as it relates to the target population;
6. Current gaps and barriers to providing services to the target population;
7. The impact of current or prior efforts to prevent and reduce sexual assault, domestic violence, dating violence, and/or stalking in the service area;
8. 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);
9. List of other grant funding opportunities the applicant has applied for and a detailed description of how this proposed application will complement potential funding opportunities and not duplicate efforts; and
10. 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 **(35 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.

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

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 Arrest Program.

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.

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 on page 10);
4. The agency(ies) or office(s) responsible for implementing the project; and
5. Describe the roles and responsibilities of each organization and key personnel.

All applicants are required to enter into formal collaborations as described above.

Proposal Abstract
The Proposal Abstract should provide a short and accurate summary (no more than 2 pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

Budget Detail Worksheet and Narrative (20 Points)
All applicants are required to submit a 36 month detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

Service Area Population	Blueprint Project	All Other Projects
Up to 500,000	$450,000	$450,000
500,001 to 900,000	$650,000	$750,000
Over 900,000	$750,000	$950,000

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

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

A Sample Budget Detail Worksheet is available in Appendix A. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure

to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the Financial Guide.

The budget detail worksheet must:

1. Include salary and fringe costs in the "Personnel" category for staff only if they work directly for the eligible applicant; for project partners, include salary and fringe benefits in the "Consultants/Contracts" category; and
2. Appropriately compensate all project partners.

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

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 should be signed and dated by the Authorized Organization Representative (AOR) (see "Application for Federal Assistance (SF-424)" for the definition of AOR) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

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 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.

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.

Proof of 501(c)(3) Status (Nonprofit Organizations Only)
As noted under Eligible Entities, an entity that is eligible for the Arrest Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status.

Disclosures Related to Executive Compensation
Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy.

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

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

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

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

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

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2103? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)
All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a

Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form can be found at Accounting System and Financial Capability Questionnaire.

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

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

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

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

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

Registration
There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than **March 3, 2015.**

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for

the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

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

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

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

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

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T.** on **March 24, 2015.** Applications submitted after **11:59 p.m. E.T. on March 24, 2015** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseeable Technical Issues section of this solicitation.

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

application was successfully submitted, or it will notify the AOR that there was an error with the application submission.

Please note that the Grants.gov 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 must be taken.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the Arrest Program by phone at the OVW main line (202) 307-6026 and request to speak with a member of the Arrest Unit, no later than **March 10, 2015** to request permission to submit an application by alternative means.

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

Experiencing Unforeseeable Technical Issues
As previously stated, applicants should begin the **registration process** immediately, but no less than **March 3, 2015.** Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact **the Grants.gov Customer Support Hotline at 1-800-518-4726, or** support@grants.gov**, 24 hours a day, 7 days a week, except closed for federal holidays.]**

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

1. contact the Arrest Unit by phone at the OVW mainline (202) 307-6026 and request to speak with a member from the Arrest unit, or by email at OVW.Arrest@usdoj.gov prior to the application deadline stating that they are experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. contact the technical support number above prior to the application submission deadline.

Within 24 hours after the deadline, the applicant must again contact the Arrest Program at the OVW mainline (202) 307-6026 and request to speak with a member from the Arrest unit, or by email at OVW.Arrest@usdoj.gov to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, 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.
To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow GMS or

Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

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

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

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

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

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the Financial Guide**.** Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.
Food and Beverage/Costs for Refreshments and Meals
Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve

the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

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

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

Conference Planning and Expenditure Limitations

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

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 accessible on the OVW website http://www.ovw.usdoj.gov/grantees.html. For additional information regarding food and beverage regulations, please refer to the Financial Guide.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of $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 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.

Accommodations and Language Access

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

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

Pre-Agreement Cost Approval

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

Program Income

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

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

Unallowable Activities
The following is a list of activities that are unallowable and cannot be supported by 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.

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

Other Submission Requirements
As discussed in the "Submission Dates and Times" section above, applications must be submitted electronically via Grants.gov. Applicants that are unable to submit electronically must follow the instructions contained in the 'Note' in the "Submission Dates and Times" section above.

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

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

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

Note: Grants.gov continues to update guidance regarding file naming convention. As such, OVW strongly encourages applicants to include only the following characters in file names: A-Z, a-z, 0-9, and space. The applicant should ensure that only allowable characters are included in file names. Any application rejected by Grants.gov due to the inclusion of unsupported special characters is not a valid reason for OVW to consider late submission of an application. OVW strongly suggests using simple titles for all documents, such as "FY 2015 OVW Project Narrative." Please note that file names are limited to 50 characters. Further, although Grants.gov accepts executable files, these types of files are not

supported by OVW's operating system. These unsupported file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

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

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

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

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

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

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

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

Submitting the Completed Grant Application Package
Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the "Save & Submit" button on the cover page. The application package will be automatically uploaded to Grants.gov.

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

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission.

Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically for the Arrest 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: 20 points
4. MOU: 20 points
5. Possible programmatic point deductions
    A. Formatting and technical requirements: up to 5 points
    B. Activities that compromise victim safety & recovery: up to 10 points
    C. Out-of-scope activities: up to 10 points
    D. Past performance review: up to 25 points.

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

Review and Selection Process

Peer Review

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

Programmatic Review

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

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

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

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 utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
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; and
10. Timely expenditure of grant funds.

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

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

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

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

Anticipated Announcement and Federal Award Dates
It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2015.

F. Federal Award Administration Information

Federal Award Notice

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

Administrative and National Policy Requirements
Information for All Federal Award Grantees

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

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. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

Awards under this program will be made as either grants or cooperative agreements. General terms and conditions applied to all OVW grants and cooperative agreements, including awards made by this program, are available at Standard Special Conditions-Grants and Standard Special Conditions-Cooperative Agreements. Each OVW grant program has additional program specific conditions that are included in the award document immediately following the standard special condition. Some awards will also have project-specific special conditions to ensure compliance with the statutory scope of the Arrest Program.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2015 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race,

color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf. Additional information on the civil rights obligations of OVW funding recipients can be found in the Solicitation Companion Guide under "Civil Rights Compliance."

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

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

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

G. Federal Awarding Agency Contact(s)
For assistance with the requirements of this solicitation, contact the OVW Arrest Program Unit at (202) 307-6026 or OVW.Arrest@usdoj.gov.

For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

Application Document	
1. Letter of Registration	
2. Summary of Current OVW Projects, If Applicable	
3. Summary Data Sheet	
4. Project Narrative.	
5. Purpose of the Application	
6. What Will Be Done	
7. Who Will Implement	
8. Proposal Abstract	
9. Budget Detail Worksheet and Narrative	
10. MOU	
11. Application for Federal Assistance: SF 424	
12. Standard Assurances and Certifications	
13. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
14. Disclosures Related to Executive Compensation	
15. Confidentiality Notice Form	
16. Letter of Nonsupplanting	
17. Financial Accounting Practices	
18. Financial Capability Questionnaire (nonprofits only)	
19. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
20. Certification of Eligibility Letter (see page 17 of solicitation)	
21. Service area map that identifies the project's targeted area and jurisdiction to be served (see page 23 of solicitation)	
22. Position Description and Resume of Key Personnel (see page 24 of solicitation)	

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.

APPENDIX A

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

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

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

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

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

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

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

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

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

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

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

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

Budget Detail Worksheet

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

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

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

Name/Position	Computation	Cost
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.

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

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

TOTAL PERSONNEL AND FRINGE BENEFITS: $ 245,181

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

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

Purpose of Travel	Location	Item	Computation	Cost
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.

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

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

TOTAL EQUIPMENT: $ 1,500

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

Supply Items	Computation	Cost
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.

Purpose	Description of Work	Cost

TOTAL CONSTRUCTION: $ 0

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.

Name of Consultant	Service Provided	Computation	Cost
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.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	$550 (avg.) x 2 people x 4 trips	$ 4,400
		Lodging	$100 (avg.) x 3 nights x2 people x 4 trips	$ 2,400
		Per diem	$ 50 (avg.) x 3 days x 2 people x 4 trips	$ 1,200
			Subtotal OVW-Mandated Training:	**$ 8,000**
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	$500 (avg.) x 1 person x 1 trip	$ 500
		Lodging	$ 50 (avg.)/night x 2 nights	$ 100
		Per diem	$ 35 (avg.)/day x 3 days	$ 105
			Subtotal Sexual Assault Training:	**$ 705**

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.

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

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.

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

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

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

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

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

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

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

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

TOTAL OTHER COSTS: $ 84,900

I. Indirect Costs – Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely

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

TOTAL INDIRECT COSTS: $ 28,183

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

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

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

APPENDIX B

Sample Letter of Registration

[Applicant Letterhead]

[Date]

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

Dear Director:

This letter serves to certify that [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 2015 [Insert Grant Program Name], [Insert Applicant Name] must be registered with Grants.gov. I certify that [Insert Organization Name] began the registration process with Grants.gov on [Insert Registration Date].

OR

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

Sincerely,

[Authorized Organization Representative]

APPENDIX C

Disclosures Related to Executive Compensation

Disclosures 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:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;
[or, if relevant]: (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]
(2) the comparability data used in establishing executive compensation; and
(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX D

Quick Tips to Certification of Eligibility Letter & Sample Certification of Eligibility Letters for Court Applicants and State, Tribal and Units of Local Government Applicants

Quick Tips to Certification of Eligibility Letters

- If you have certified in the past, you must certify again.

- Applicants that do not meet the certification language will have until the end of their next legislative session to meet the certification requirements.

- If your jurisdiction is compliant with all statutory eligibility requirements, please refer to the **separate** "Sample Certification of Eligibility Letters" **on page 58 for court applicants, and page 59 for state, tribal, 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.

- Have the Chief Executive Officer 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.*

- If you have questions, please contact the Arrest Unit by phone at the OVW mainline (202) 307-6026 and request to speak with a member from the Arrest unit, or by email at OVW.Arrest@usdoj.gov.

FOR COURT APPLICANTS

[Applicant Letterhead]
[Date]

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

Re: Arrest 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

[Applicant Letterhead]
[Date]

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

Re: Arrest Program

Dear Director:

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

1) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;

2) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;

3) the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;

4) the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;

5) the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and

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

Sincerely,
[Chief Executive Officer]

HIV Certification Letter for New Applicants

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 5compliance with requirements or paragraph (1) by the period ending on the date on which the next session of the state legislature ends.

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

APPENDIX E

Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

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

APPENDIX F

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

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

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

APPENDIX G

Statutory Purpose Areas for Nonprofit and Tribal Government Victim Service Providers, State or Tribal Sexual Assault or Domestic Violence Coalitions, and Government Rape Crisis Centers

Statutory Purpose Areas for Nonprofit and Tribal Government Victim Service Providers, State or Tribal Sexual Assault or Domestic Violence Coalitions, and Government Rape Crisis Centers

The following chart identifies the 8 statutory purposes areas as noted in the Arrest Program Solicitation that can be addressed by nonprofit and tribal government victim service providers, State or tribal sexual assault or domestic violence coalitions, and government rape crisis centers (not in territories), if applying as the lead applicant.

Eligible Entity	Required Partner(s)	Certification of Eligibility Letter and HIV Certification Letter	Allowable Statutory Purpose Area(s) if Applying as the Lead Applicant
Nonprofit victim service provider Tribal governmental victim service provider State sexual assault or domestic violence coalition Tribal sexual assault or domestic violence coalition Governmental rape crisis center (not in territories)	State, local, or tribal government; specific government organization needed for the project; population specific organization(s)	Both letters must be signed by the chief executive officer of the governmental partner	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.