

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



OVW Fiscal Year 2012 Domestic Violence Homicide Prevention Demonstration Initiative

Eligibility

Applicants are limited to units of local government and Indian Tribal governments.
(See "Eligibility," page 11)

Deadline

All applications are due by **11:59 p.m. E.T. on October 16, 2012.**
(See "Deadline: Application," page 10)

To assist OVW in planning for the review process, letters of intent to apply are requested to be submitted by September 25, 2012. It is to be noted, however, that the letters of intent are *optional*. Interested applicants who do not submit a letter of intent by the deadline are still able to apply.

To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by **September 25, 2012.**

Pre-Application Conference Call

OVW will hold one conference call prior to the application deadline for those interested in applying. This call is optional. (See "Pre-Application Conference Call," page 10)

Contact Information

For assistance with the requirements of this solicitation,
email ovw.dvhr@usdoj.gov or contact Kim Cortez at (202) 353-3923.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 Monday through Friday from 7 a.m. to 9 p.m., E.T.

Grants.gov Number assigned to announcement (OVW-2012-3379)

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OVW Domestic Violence Homicide Prevention Demonstration Initiative (CFDA 16.590)

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes by implementing 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.

This solicitation contains information on how to apply for the Domestic Violence Homicide Prevention Demonstration Initiative. For general information on applying for OVW grant programs, please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

Overview of Domestic Violence Homicide

Despite improvements in shelters, protective orders, domestic violence hotlines and other interventions since the passage of the Violence Against Women Act, intimate partner homicides still account for 14% of all homicides in the US, and most of these are women killed by abusive partners. Researchers estimate that for every victim of domestic violence who has been killed, nine are nearly killed. Other victims are also killed as a result of intimate partner violence including family members or friends.

Much has been learned about these cases and the patterns of behavior that occurred prior to the murders. Researchers have identified key risk factors such as attempted strangulation, stalking, and threats with weapons. There are evidence-based tools for assessing these risks and for supporting victims of domestic violence with services that reduce homicide risk. Behind these tools are data-driven assessments of risk and collaborative responses by law enforcement, victim advocates, first responders, and other officials.

Several model projects have been developed that screen victims for risk factors at crime scenes, in hospital emergency rooms, and at protective order hearings. Those at high risk are immediately connected with services, and offenders are aggressively tracked. The leading promising practices in the field include the following:

Danger Assessments

The Danger Assessment is the risk assessment tool that is most frequently used to assess the risk of intimate partner homicide. This tool was initially developed by Jackie Campbell in 1985 as a method of working directly with victims of domestic violence to understand their individual risks and plan for safety. The Danger Assessment has evolved into a more widely used screening tool and has been the subject of ten studies validating its use as a reliable predictor of risk. The Danger Assessment uses a list of 15 questions to assess and score a victim's risk of potential homicide. A 2003 National Institute of Justice (NIJ) funded study found that despite certain limitations, the tool can be used to reliably predict women who are at risk of being killed by their partners.¹

The Maryland Lethality Assessment Program

The Maryland Lethality Assessment Program uses the Danger Assessment to screen victims at crime scenes, protective order hearings, and in hospital emergency rooms. If a victim screens in as high-risk for serious injury or homicide, the first responder immediately calls the local 24-hour domestic violence hotline and encourages the victim to talk to the hotline worker. The goal of this project is to prevent domestic violence homicides and serious injuries by encouraging more victims to use shelter, counseling, advocacy, and other domestic violence services. Linking victims with services is critically important, because while these couples may be known to the criminal justice system, the victims have rarely sought help from domestic violence service providers. In the last five years, a total of 17,604 victims were identified as high risk using this tool. Fifty-nine percent spoke to a hotline counselor at the time of screening. Thirty-one percent of this group sought further services from the domestic violence programs, and none of these victims have been killed or seriously injured. At a time when some states are reporting increases in domestic violence murders, Maryland witnessed a 41% drop in intimate partner homicides over three years.² The National Institute of Justice is currently conducting a validation study of the Lethality Assessment Program in multiple Oklahoma sites.

The Greater Newburyport High Risk Team

The Jeanne Geiger Crisis Center in Newburyport, Massachusetts has developed a high risk team that includes representatives from victim services, probation, law enforcement, the district attorney's office, batterer intervention programs, and local hospitals. The team uses the Danger Assessment to identify victims at the greatest risk of serious injuries and homicide and develops individualized intervention plans to interrupt the cycle of violence. In addition to linking victims with services, the team increases monitoring of high-risk offenders and sharing of information across disciplines about these offenders. When a high-risk offender is identified, a team of law enforcement, prosecutors, probation officers and victim advocates use this information to search for open warrants, make arrests, connect victims with services, and use pretrial conditions to keep offenders in custody. From 2005 to 2011, the high risk team provided ongoing risk management to a total of 106 high-risk cases. None of these women have been killed. In addition, 90% of these victims accessed services at the crisis center, 92% reported no re-assaults by the offender and 93% did not need to relocate to a domestic violence shelter for safety. Fifty-nine percent of offenders were held pretrial and only 13% of cases were dismissed.³

Scope of the Initiative

¹ Campbell, J. C., Webster, D., Kozoi-McLain, J., Black, C. R., Campbell, D., Curry, M. A., ...Wilt, S.A. (2003) Assessing Risk Factors for Intimate Partner Homicide. *National Institute of Justice Journal*, 250, 14-19.

² Maryland Network Against Domestic Violence. <http://mnadv.org/lethality/>

³ The Jeanne Geiger Crisis Center. <http://www.jeannegeigercrisiscenter.org/pdfs/high-risk-team-network.pdf>

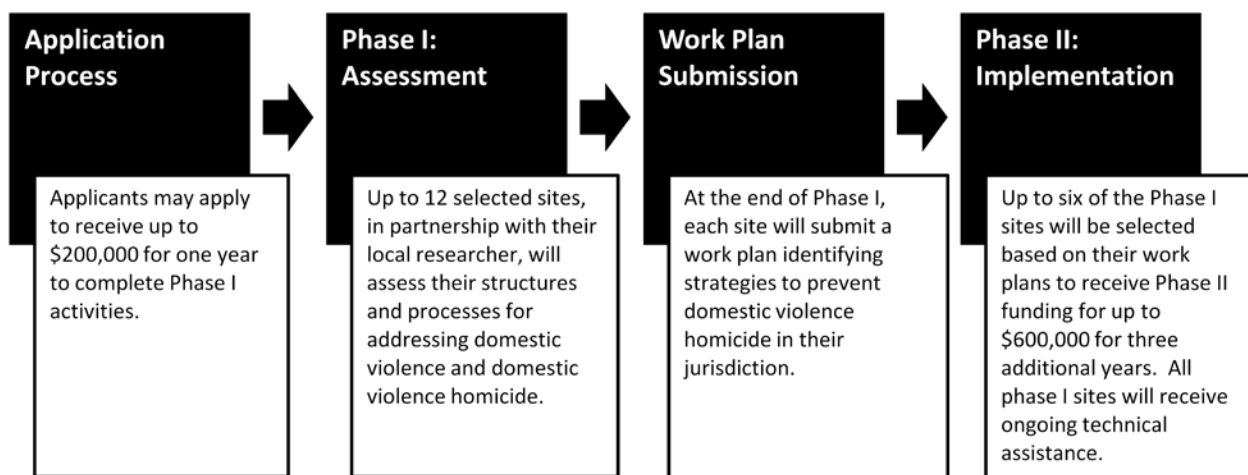
About the OVW Domestic Violence Homicide Prevention Demonstration Initiative

OVW has initiated this Demonstrative Initiative (DI) to implement domestic violence homicide reduction and prevention models and evaluate how well they work in different communities as well as the key components of successful adaptations of the models. In addition, the DI will help build the capacity of state, local and tribal jurisdictions to improve identification of and services for high-risk victims while better monitoring high-risk offenders to reduce domestic violence related homicide. It is OVW's hope that the DI will also identify barriers to providing quality assistance and advocacy as well as document and disseminate solutions for replication.

More specifically, this initiative will support interventions that:

- Improve upon existing cooperative efforts and partnerships with law enforcement, prosecutors, victim advocacy groups, civil and criminal courts, health care providers, housing programs, children's services, community-based organizations, state domestic violence coalitions and other parties related to the prevention and responses to domestic and dating violence incidents;
- Develop multidisciplinary high risk teams that will fully participate in the implementation and evaluation of assigned intervention. Activities include:
 - Implementing site-specific risk assessment models;
 - Improving screening and management methods of high-risk offenders;
 - Providing ongoing victim advocacy and referrals to comprehensive services including legal, housing, and economic assistance.
- Receive training on evidence-based risk factors for domestic and dating violence homicide and how to appropriately administer risk assessment instruments; and
- Adapt risk assessment tools and accompanying interventions to be culturally appropriate

This four year initiative will support demonstration sites, provide intense technical assistance to those sites, and conduct a rigorous evaluation of the overall project, including an implementation and outcomes evaluation of the initiative and assessment of the changes made to domestic violence systems in each community. OVW will partner with the National Institute of Justice (NIJ) to conduct the national evaluation. Sites will be expected to fully cooperate with all aspects of the evaluation. This initiative will be implemented in two phases – an assessment phase and an implementation phase. The graphic below depicts a general timeframe of the initiative:



Program Technical Assistance and Support

OVW and its technical assistance providers will also provide selected sites with:

- Training on model to be implemented;
- Access to consultants and/or Technical Assistance Specialists and site-specific training;
- Policy and procedure development support;
- Training to ensure sustainability of enhanced services;
- Information and referral, literature and other resources; and
- A strong support system and enhanced communication and learning across all of the selected DI sites including an orientation, briefs on promising practices, and individualized on-site trainings.

Domestic Violence Homicide Prevention Demonstration Initiative: Phase I - Assessment

The goal of this initiative is community-wide improvement in supporting victims and holding offenders accountable. Hence, applicants must be willing to be rigorously examined and evaluated over time. OVW will select up to twelve sites to participate in Phase I of the initiative. Selected sites will receive 12-month awards for up to \$200,000. Phase I will be exploratory in nature; successful applicants will be required to conduct a comprehensive assessment of their process, systems and partnerships that address domestic violence and homicide prevention. Assessments will look at the following elements:

- What systems or procedures, if any, have been established to help identify high-risk domestic violence victims? (including criminal justice, health, and community based efforts)
 - If systems or procedures are identified:
 - What resources are in place to support victims?
 - What resources are in place to monitor offenders and prevent further victimization/assaults?
 - What else is needed to accomplish these goals?
 - What is the capacity of domestic violence service providers to provide increased services if a referral is considered high-risk?
 - Who are the partners working on high-risk assessments?
 - Do all partners have access to training on risk assessments for domestic violence homicide?
 - What training requirements exist?
- Are fatality reviews conducted? If so, how are their outcomes used to create changes and prevent future homicides?
- Are intentional injuries tracked? If so, how is the data used to understand the extent of injury caused by domestic and dating violence and appropriately respond to victims? If not, how can injury data be used to improve responses to these victims?
- What collaborations or coordinated community responses exist, and what needs to be added in order to successfully conduct a multi-system homicide reduction initiative?

- How are state domestic violence and sexual assault coalitions included in planning for new initiatives?

Applicants will be required to partner with a researcher, preferably local to the applicant organization, to conduct the assessment. Funds for Phase I should support the research activities. While every effort should be made to confirm the selection of the local research partner, OVW understands that the internal processes of some agencies may make it impossible to do so by the deadline. Therefore, applicants must include either a letter of commitment from the research partner or a description of the process that will be followed to select the local researcher, the expected timeline, and the reason that the researcher was not able to be selected by the deadline. The research partner is expected to work with the applicant to develop and conduct the needs assessment in the first phase of this project. The concept paper must demonstrate the credentials of the research partner, to include a terminal research degree (e.g. Ph.D., Ed.D., D.Sc., D.Phil., Dr.PH) and document the expertise necessary to carry out the needs assessment. The research partner will be required to submit a technical proposal detailing the methodological approach of the needs assessment, in consultation with NIJ, within three months of the start date of the award.

Applicants will also be required to partner with at least one non-profit, non-governmental domestic violence victim service provider. The service provider must be a specified partner in the proposal, and a letter of commitment from the service provider must be included in the concept paper. The service provider is expected to work with the applicant to develop and conduct all portions of this project. The concept paper must demonstrate the expertise and capacity of the service provider to carry out the project. Applicants are encouraged to partner with their state domestic violence coalitions as well.

Work Plan

At the end of the assessment process, each site will be asked to identify the key barriers and gaps faced by domestic violence victims and their children. At the end of Phase I, applicants will submit a comprehensive, site-specific work plan to address the key barriers identified.

Work plans should include measurable objectives, guided in part by established risk reduction programs, and be completed in coordination with the local evaluator and NIJ evaluation team. Work plans will be tailored to each community⁴ but would likely include the following components:

- A method to **identify, contextualize and account for domestic violence homicide**. Funded communities will develop a process by which the violence is more easily identified, its context and the related safety issues are more clearly understood, and as a result, its implications for increased victims services, pre-trial detainment, GPS monitoring, custody, visitation and parenting plan arrangements to be taken into account more effectively to protect victims and the community. This will be a collaborative process with OVW and NIJ involvement.
- A system for **coordination** among law enforcement, courts, legal services, domestic violence programs, supervised visitation programs, batterers' treatment programs, health care providers, housing programs, children's services and other relevant community resources.

⁴ Please note that sites may be randomly assigned to adapt and implement a risk reduction model or may need to incorporate a control group for the evaluation to be successful.

- **Capacity building for domestic violence service providers**, including shelters, hotlines, legal assistance, and transitional housing that will be necessary to respond to increased referrals for service, training requests, crisis intervention, and case management.
- **Comprehensive training** for law enforcement, advocates, attorneys, judges, third-party evaluators, and all other relevant participants in the process on the dynamics of domestic violence homicide.
- The development of **tools, resources and services for victims** that will assist them in navigating the systems of support available to them.
- The identification of **barriers, gaps and desired changes**.

Please note that OVW will transfer funding to NIJ to support an evaluation of this demonstration initiative that will take place concurrently with the project. This evaluation is considered distinct from, but may be guided in part by, the needs assessment. All funded applicants and their network partners will be required to participate in this evaluation.

Domestic Violence Homicide Prevention Demonstration Initiative: Phase II - Implementation

At the end of Phase I, up to six sites will be selected competitively, based on the Phase I work plans, to participate in Phase II of the initiative. Selected sites will receive 36-month awards for up to \$600,000. In Phase II of the initiative, sites will implement their work plans as a way to test their proposed changes to existing procedures, practices, and structures related to domestic violence homicide prevention. Depending upon results from Phase I, sites may be randomly assigned to implement a specific risk assessment model. As in Phase I, Phase II will require sites to participate in the national evaluation and continue partnering with their local evaluators.

Please read the Solicitation in its entirety before beginning your application. It is the responsibility of the applicant to ensure that the application is complete and that all eligibility requirements have been met at the time of application submission. ***OVW may remove an application from consideration if the application is incomplete. Final award decisions are not appealable.***

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Automatic pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Operating domestic violence batterer intervention programs that are not court-ordered or court-monitored;
- Utilizing anger management classes instead of court-ordered batterer intervention programs;

- Requiring victims of sexual assault, domestic violence, dating violence, or stalking to file for a protection order or file criminal charges against their abusers as a condition of receiving services;
- Using practices or procedures that fail to protect the confidentiality and safety of victims; (e.g., not utilizing advocates for safety planning, unsafe ways/means of contacting victims);
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence; and
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims. Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.

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

Deadlines

Application

The deadline for applying for funding under this grant announcement is 11:59 p.m. E.T. on **October 16, 2012**. Applications submitted after the deadline will not be considered for funding. There will be no exceptions or appeals.

Note: Applicants without Internet access, who cannot submit an application electronically, please contact Kim Cortez at (202) 353-3923 no later than September 25, 2012 to request permission to submit an application by alternative means.

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov.

Registration

The Grants.gov registration deadline is September 25, 2012. For more information on the process of registering and applying in Grants.gov, please see Appendix B.

Letter of Intent

If you intend to apply for Fiscal Year (FY) 2012 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter is *optional* and will not obligate you to submit an application. The letters are used solely for the purpose of assisting OVW in planning for the review process.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by September 25, 2012. You may send the letter to OVW at ovw.dvhr@usdoj.gov. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Pre-Application Conference Call

OVW will conduct one (1) Pre-Application Conference Call. During this call, OVW staff will review the application requirements and process and allow for a question and answer session. Participation in this call is optional.

The conference call is scheduled for **Tuesday, September 18, 2012; 2 – 4 p.m. E.T.**

Anyone interested in submitting a concept paper to the Domestic Violence Homicide Prevention Demonstration Initiative may register to participate in the calls. The total number of participants for the call is limited to 50 individuals.

To register, please send an email to ovw.dvhr@usdoj.gov and write “conference call registration” in the subject line of the email. Your registration must be received at least twenty four hours prior to the start of the call.

Eligibility

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

Location

Applicants must be located in the United States and its Territories.

Eligible Entities

Because a significant portion of the funding for this initiative comes from the Arrest Program, eligible entities for this program are limited to:

- Units of local government⁵; and
- Indian Tribal governments.

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

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

- Police departments;
- Pre-trial service agencies;
- District or city attorneys’ offices;
- Sheriffs’ departments;
- Probation and parole departments;
- Shelters;
- Nonprofit, nongovernmental victim service agencies including faith-based or community

⁵ As defined in 42 U.S.C. § 3791, “unit of local government” includes any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes.

- organizations;
- Universities;
- States; and
- State, local, Tribal, and Territorial courts.

The above non-eligible entities are typically not units of local government for the purposes of this Demonstration Initiative unless they meet the definition of “unit of local government” set forth in 42 U.S.C. § 3791. Applications from typically “non-eligible” entities that want to assert “unit of local government” status under 42 U.S.C. § 3791 must include in their application proof of such status. If these agencies or organizations do not meet the definition of “unit of local government” they are not eligible to apply directly for funding, but may assume responsibility for the development and implementation of the project. They must apply through an Indian Tribal government; or a unit of local government.

Certification Requirements

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

Certification of Eligibility

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

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

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

Submission of State, Tribal, Territorial and/or local statutes, laws and policies in lieu of a letter with proper certifications signed by the chief executive officer will not satisfy these statutory requirements. Applicants may not be contacted by OVW to correct certification letters.

HIV Certification

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

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

A Special Condition will be added to all grants to units of local government that are funded in Fiscal Year 2012 to ensure compliance with the HIV testing certification listed above. It is not necessary to submit the HIV Certification Letter at this time. Awardees who do not submit an acceptable HIV Certification Letter at the time of application will receive a special condition prohibiting the drawdown of 5 percent of their Arrest Program grant until an acceptable HIV Certification Letter has been reviewed and approved by OVW. Non-compliance of the HIV testing certification will not affect the scoring of the application.

Other Program Requirements

Successful applicants under this solicitation must commit to complying with the following OVW requirements:

- Awardees will be required to partner with a qualified researcher, preferably local to the applicant organization, to conduct the assessments;
- Awards will be made as Cooperative Agreements and OVW will enter into a collaborative working relationship with awardees;
- Awardees must be committed to closely collaborating with OVW, the NIJ evaluation team and designated technical assistance providers;

- Awardees will be required to engage in on-site and non-local training and technical assistance activities;
- Awardees will be required to complete a planning phase with support from the OVW-designated technical assistance providers and the NIJ and local evaluators;
- Awardees will work with OVW-designated technical assistance providers to receive support in developing the assessments and work plans;
- Awardees will be required to complete training on available domestic violence homicide prevention models and resources including but not limited to high risk or danger assessments, Maryland Model, Newburyport model, etc.; and
- Awardees will engage in an implementation phase, which will be determined by the work plan developed in the planning phase.

To meet these requirements, OVW strongly encourages applicants to have in place a structure for governing, planning, and implementation.

Award Information

Award Period

Phase I of the project is 12 months. Phase II, for those selected, will be 36 months.

Award Amounts

Phase I recipients will receive up to \$200,000. Phase II recipients will receive up to \$600,000. 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. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

How to Apply

See pages 13-17 of the [Reference Guide](#) for information regarding “how to apply.” For a step-by-step guide on Grants.Gov, please see Appendix A.

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to review by OVW if the application is substantially incomplete or received after the deadline as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review scoring process. The application should follow the order below for easy reading. Additional materials submitted beyond those required will not be considered. For example, if an application includes a narrative that is 15 pages, the last five pages will be removed prior to review.

Formatting and Technical Requirements

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

- Double spaced (Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper

- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than 10 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

The sections below describe the specific elements of a complete application.

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726. No late applications will be accepted for any reason; therefore all applicants are strongly encouraged to apply well in advance of the deadline to resolve any unanticipated difficulties.

Concept Paper Requirements

Concept papers will be scored on the following:

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 10 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Fiscal Year 2012;
- The agency and type of agency (i.e., unit of local government or Tribal government) applying for funding;
- Name of the non-profit non-governmental domestic violence victim service provider that is the partner on this application.
- Name of the local researcher/evaluator for this project.
- The regional area(s) (city, town, Tribal area, county, parish) where this project will be implemented.
- Summary of Current and Recent OVW Projects (if applicable), defined as follows:
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify grant by OVW program, award number, and project period.
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (65 Points)

The following narrative should be a separate attachment to the application in Grants.gov. The Project Narrative may not exceed 10 pages in length, double-spaced. Please number the pages of your narrative.

Applicants must demonstrate overall agency readiness and capacity for participating in the DV Homicide Prevention Demonstration Initiative by providing a narrative describing the agency's capacity for enhancing services and commitment to sustaining the enhanced domestic violence services and offender accountability throughout the project period and beyond. Applicants should address the following questions within the maximum of ten pages:

1. Describe the service area for the project including location, population and demographics. Include crime rates and particularly domestic violence (DV) and DV homicide statistics. Indicate whether law enforcement agencies in the service area have protocols for multi-jurisdictional efforts between law enforcement agencies. Indicate whether your jurisdiction participates in the National Incident-Based Reporting System (NIBRS).
2. Describe your community's efforts to address domestic violence. Identify the individuals and organizations which have been involved and for how long. Indicate which organization leads any coordinated community response efforts such as a fatality review, domestic violence high risk team, model domestic violence court, etc. Describe any technology that is used in your response such as protection order registries.
3. Discuss why you would like to participate in the demonstration initiative. Describe your community's strengths and weaknesses in addressing high-risk domestic violence cases.
4. Describe any prior large-scale change initiative that your community has successfully implemented. This could be a state or Federal demonstration initiative, developing a fatality review committee, a technology change, etc.

Letters of Commitment (20 Points)

- A. The local research partner is a critical component of the project. While every effort should be made to confirm the selection of the local research partner, OVW understands that the internal processes of some agencies may make it impossible to do so by the deadline. Therefore, applicants must include, as a separate attachment in Grants.gov, either of the following two choices:
- 1) a letter of commitment from the local research partner which describes:
 - the capacity of the researcher to conduct the baseline data assessment;
 - prior experience conducting similar work, as outlined in this Call for Concept Papers; and
 - a commitment to participate in both phases of the four-year initiative.
- or

2) a description of the process that will be followed to select the local researcher, the expected timeline, and the reason that the researcher was not able to be selected by the deadline.

- B. The applicant must include, as a separate attachment in Grants.gov, a letter signed by each of the partners indicating that they approve of the choice of the local researcher or that they approve of the process that will be used to select the local researcher.
- C. The applicant must also include, as a separate attachment to the concept paper in Grants.gov, a letter of commitment from the local domestic violence service provider addressing their commitment to full participation in the project for the duration of the initiative, including but not limited to, any orientations and planning meetings with OVW and technical assistance providers, completing assessment tools, and fully participating in meetings regarding the DI. The Letter of Commitment must be signed by all members of the Board of Director's Executive Committee.

Budget Detail Worksheet and Narrative (Total 10 Points)

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet.

Award Period and Amount

Applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 12-month period. Proposed budgets should not exceed the established limit of **\$200,000**.

Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the [OVW Financial Grants Management Guide](#). The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
- Include fair compensation for all project partners including the local researcher and the non-governmental partner agencies.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, or training.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at

<http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

Cost of Logistical Conference Planning

The cost allowed for *logistical* conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside conference planner) is limited to \$50 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold), not to exceed a cumulative total of \$8,750. For example, if the number of attendees at a conference is 100, the cost allowed for a logistical planner is \$5,000 (\$50 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If it is expected that the conference planning will meet these limitations, no further justification is required. If these limitations are expected to be exceeded, the recipient must justify the costs in writing and those costs must be approved by the Office on Violence Against Women before the recipient proceeds with the logistical planning.

Cost of Programmatic Conference Planning

The cost allowed for programmatic conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside programmatic conference planner) is limited to \$200 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold) not to exceed a cumulative cost total of \$35,000. For example, if the number of attendees at the conference is 100, the cost allowed for a programmatic planner is \$20,000 (\$200 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If these limitations are met, no further justification or approval is required. If it is expected that these limitations will be exceeded, the costs must be justified in writing and approved by the Office on Violence Against Women before the recipient proceeds with the programmatic planning.

Conference Space and Audio-Visual Equipment and Services

Recipients must limit the cost of conference space and audio-visual equipment to \$25 per day per attendee, not to exceed a total of \$20,000 for the conference. Indirect cost rates must be applied to conference space and audio-visual equipment costs in accordance with negotiated agreements, and must be included when calculating this threshold. If these limitations are going to be exceeded the recipient must submit a justification, in writing to the Office on Violence Against Women for approval before the recipient enters into any contract for the use of conference space and audio-visual equipment.

Prohibition on Trinkets at Conferences

Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, etc., regardless of whether they include the conference name or logo) must not be purchased with funds made available under this agreement. Basic supplies that are necessary for use during the conference (e.g., pens, paper, name tags) may be purchased.

Entertainment at Conferences

OVW funds may not be used for costs of entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

Food and Beverages at Conferences

Subject to OVW prior approval, and under limited circumstances, OVW funds may be used to purchase food and/or beverages for meals served during a meeting, conference or training. Under no circumstances may OVW funds be used to purchase food and/or beverages for refreshment breaks. OVW may approve the use of funds to purchase food and/or beverages served at a working meal if the recipient can justify that provision of the meal is necessary to accomplish official business and enhance the cost effectiveness of the conference. For example, a meal may be permissible where the conference would need to be extended if the working meal is not provided.

Furthermore, if a meal is approved by OVW, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), must not exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.

Prior Approval Required Before Entering Into Contracts Or Expending Funds for Conferences

All recipients will be required to complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into any contract (with the exception of logistical or programmatic planning contracts) or expending any funds for any meeting, conference, training, or other event.

Conference Reporting

Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, all recipients must provide the program manager with a completed Conference and Events Reporting Form found at [www.http://www.ovw.usdoj.gov/receive-grant.html](http://www.ovw.usdoj.gov/receive-grant.html).

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of between \$10,000 and \$15,000 depending on the size of the partnership 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 between \$15,000 and \$20,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount.

Accommodations and Language Access

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

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

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online. Please see the [Reference Guide](#) for additional information.

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

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

Letter of Nonsupplanting

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

Financial Accounting Practices

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Indirect Cost Rate Agreement (if applicable)

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

Selection Criteria

Concept papers will be scored according to the criteria set forth in this Call for Concept Papers, and upon the quality of the responses and the level of detail provided. In addition to review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

Review Process

All applications will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the OVW initial review, the application may not receive further consideration.** OVW may utilize internal review, external review, or a combination of both. Upon completion of the review, but prior to selection, OVW may conduct conference calls or on-site visits with a small number of top scoring applicants. Applicants whose concept papers are selected will be required to submit a formal application, which includes a budget and budget narrative.

OVW Initial Review

Criteria for the OVW review follow:

- Whether the applicant meets all eligibility criteria (see page 5); and
- Whether the application is complete.

After the initial review, applicants will be evaluated on their responses to the solicitation.

1. Applicants must demonstrate readiness. Benchmarks include indications of proactive work to improve the coordinated community response for domestic violence victims and a description of the impact of current or prior efforts to prevent domestic violence homicide in the jurisdiction.
2. Applicants must show capacity to participate fully in the project. Benchmarks include fiscal infrastructure capacity, current staff positions, leadership from a domestic violence service provider, partnerships with and commitment from law enforcement, prosecutors, victim advocacy groups, courts, health care providers, housing programs, children's services, community-based organizations, state domestic violence coalitions, and other related parties, and policies, materials or projects that show commitment to domestic violence homicide prevention work.

3. Applicants must demonstrate commitment of community partners to the project. Benchmarks include the quality of governmental and non-governmental partnerships as demonstrated in the required Memorandum of Understanding.
4. Applicants must communicate the need for the technical assistance and funds available through the DI. Benchmarks include analysis of strengths and weaknesses.
5. Applicants must demonstrate flexibility, ability to participate in an evaluation, and a willingness to accept feedback, make adjustments and implement new approaches.

Past Performance Review

Applicants with existing OVW awards or OVW awards that have been closed for up to one calendar year will be reviewed based on the elements listed below. Up to 25 points may be deducted from the applicant's score based on this review.

- 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;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions of its existing grant award(s) from OVW;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required programmatic and financial reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

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

On-site Assessment

Applicants should be prepared for an on-site meeting with OVW, the national technical assistance provider(s) and/or the National Institute of Justice as part of the selection process.

Other Requirements

Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the [OVW Financial Grants Management Guide](#), which are available from the OVW Web site. The OVW Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

Reporting Requirements

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

Additional Requirements

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

- [Civil Rights Compliance](#)
- Faith-Based and Other Community –Based Organizations
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OVW Financial Grants Management Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. 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, Suite 121, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application in Grants.gov, including all required supporting documentation. **Applications will not be accepted via hard copy or facsimile.**

Application Document	Completed?
1. Summary Data Sheet	
2. Project Narrative (no more than ten pages)	
3. Letters of Commitment A. Letter from the local research partner or description of the process that will be used to select the local research partner B. Letter signed by all partners indicating approval of local researcher or the process that will be used to select the local research C. Letter from local domestic violence service provider	
4. Budget Detail Worksheet and Narrative	
5. Application for Federal Assistance (SF-424)	
6. Standard Assurances and Certifications	
7. Letter of Nonsupplanting	
8. Financial Accounting Practices	
9. Indirect Cost Agreement (if applicable)	
10. Certification of Eligibility letter	

APPENDIX A

Appendix A – Certification of Eligibility Letter

Quick Tips to Certification of Eligibility Letter

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

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

[Applicant Letterhead]

[date]

DOJ/Office on Violence Against Women
145 N. Street NE Suite 121
Washington, DC 20530

Re: Domestic Violence Homicide Prevention Demonstration Initiative

Dear Director:

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

- 1) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 3) the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
- 4) the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense;

- 5) the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence and stalking, or that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, Tribal, or local jurisdiction; and
- 6) the laws, policies or practices of [the jurisdiction] ensure that: (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, Tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; and (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.

Sincerely,

[Chief Executive Officer]

APPENDIX B

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov and in this section. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-800-518-4726**, Monday through Friday from 7 a.m. to 9 p.m., E.T.

Step-by-Step Guide to Grants.gov

How to Apply

OVW is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OVW is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, **please call the Grants.gov customer support hotline at 1-800-518-4726. Assistance is available 24 hours a day, 7 days a week, with the exception of federal holidays.**

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation 16.589, titled "Domestic Violence Homicide Prevention Demonstration Initiative."

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated and confirmed, and to receive your user name and password.** It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to the DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the “Register your Organization [Required]” or “Complete Registration Process [Required]” links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

DUNS Number:

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line a1-866-705-5711. Assistance is available 8:00 a.m. – 9:00 p.m. ET Monday – Friday.

Central Contractor Registry (CCR):

Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-866-606-822, which is available 8:00 a.m. – 8:00 p.m. ET.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

Authorized Organization Representative and Individuals:

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to www.grants.gov and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).
- Individuals may click the “registration checklist” for help in walking through the registration process.

Credential Provider:

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

If you should need help with this process, please contact the Grants.gov customer support hotline at 1–800–518–4726. Assistance is available 24 hours a day, 7 days a week, with the exception of federal holidays.

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- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

Grants.gov:

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the e-Business POC for assignment of user privileges.

- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Note: Individuals do not need to continue to the “Organizational Approval” step below.

Organization Approval:

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization’s e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.
- Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Under “Apply Step 1: Download a Grant Application Package and Applications Instructions,” click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).
- You will be prompted to save the application. Click the “Save” button and the “Save As” window opens. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click “RUN.” Click “Yes” to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the “Welcome” page.

- Click “Next” to continue.
- Read the license agreement and click “Yes” to accept the agreement and continue the installation process. This takes you to the “Customer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter the CFDA number for this announcement, 16.589. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.

- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at www.ojp.usdoj.gov/forms.htm. Other Mandatory forms are the (1) Project Narrative Attachment Form; and (2) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find

where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.

- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

Note: the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.

- When finished, click the “Close” button.

Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
 1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
 2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
 3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
 4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.