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# Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

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## Fiscal Year 2004 Solicitation

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Letter of Intent Deadline:  
**February 4, 2004**

GMS Registration Deadline:  
**February 11, 2004**

Application Deadline:  
**February 25, 2004**

**U.S. Department of Justice**  
**Office on Violence Against Women**  
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Washington, DC 20531

**John Ashcroft**  
*Attorney General*  
U.S. Department of Justice

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*Director*  
Office on Violence Against Women

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**Department of Justice Response Center:**  
1-800-421-6770

**TTY**  
202-307-2277

**Office on Violence Against Women**  
*[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)*

**Grants to Encourage Arrest Policies and Enforcement of  
Protection Orders Grant Program Application**  
*[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)*

**SL 000664**

## **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW), is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, 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 and enable communities to hold offenders accountable.

## **Addressing Arrest Policies and Enforcement of Protection Orders**

The Grants to Encourage Arrest and Enforcement of Protection Orders Program (hereinafter referred to as the Arrest Program) recognizes that domestic violence<sup>1</sup> is a crime that requires 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.

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<sup>1</sup>As defined in section (42 U.S.C. § 3796hh-4) (1) the term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the eligible State, Indian tribal government, or unit of local government that receives a grant under the Program.

**At each juncture in the criminal justice process, concerns for victim safety should guide the actions of all partners in the system.** Criminal justice agencies must collaborate among themselves and in meaningful partnership with nonprofit, nongovernmental sexual assault and domestic violence programs, including local shelters, victim service organizations and domestic violence coalitions, to ensure that victim safety is a paramount consideration in the development of any strategy to address domestic violence. Additionally, representatives from criminal justice agencies working to prevent and reduce domestic violence must have a clear understanding of the roles of governmental and nongovernmental victim assistance programs.

The primary purpose of the Arrest program is to encourage communities to adopt a coordinated community response (CCR) in the treatment of domestic violence as a serious violation of criminal law. This program challenges the entire community to listen, communicate, identify problems, and share ideas that will result in new responses to ensure victim safety and offender accountability.

The Arrest Program challenges victim advocates, police officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and community leaders to work together to craft solutions to overcome the problem of domestic violence. All entities must collaborate to ensure that victim safety is a paramount consideration in developing their strategy to address domestic violence.

**Availability of Funds**  
**Funding to support the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program in Fiscal Year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to the availability of a Congressional appropriation.**

## **Award Period**

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

## **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to granting an award. Current grantees should note that continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

## **Letter of Intent**

All applicants who intend to apply for FY 2004 funding under this program are encouraged to **submit the non-binding letter of intent**, (please see Appendix A), to OVW by **February 4, 2004**. You may fax the letter to (202) 305-2589. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications. All letters of intent must be submitted by an eligible applicant. Please refer to the Program Eligibility section to ensure your agency is an eligible applicant.

## **Application Due Date**

Please note that final applications are due **by 5:30 p.m. (EST) February 25, 2004, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS)**. In addition, applicants should register online by February 11, 2004. It may take up to one week for you to receive confirmation that you are eligible to apply.

Please refer to the "How to Apply" section on page 15 of this solicitation for further instructions.

## **Program Eligibility**

By statute, eligible grantees for the Arrest Program are **States<sup>2</sup>, Indian tribal governments, State and local courts (including juvenile courts), and units of local government.**<sup>3</sup> For the purpose of this Program, a **unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, and any Trust Territory of the U.S.

Police departments, pre-trial service agencies, district or city attorneys' offices, sheriff's departments, probation and parole departments, shelters, nonprofit, nongovernmental victim service agencies and universities are **not** units of local government for the purposes of this grant. Nonprofit, nongovernmental victim service agencies may include faith-based or community-based organizations. These agencies or organizations may assume responsibility for the development and

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<sup>2</sup>As defined in section (42 U.S.C. § 3791), "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

<sup>3</sup>As defined in section (42 U.S.C. § 3791), "unit of local government" also 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.

implementation of the project, but they **must apply through a State, State or local court, Indian tribal government, or a unit of local government.**

### **Certification of Eligibility**

According to Section (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 domestic violence, stalking, or sexual assault, 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.

By statute, (42 U.S.C. § 3796hh-1) (1)(A), a jurisdiction that is a first time applicant has until the end of its next legislative session to fulfill the certification provisions. All applications must include a certification by the **chief executive officer** of the State, Indian tribal government, State and local courts (including juvenile courts), or units of local government that conditions listed above are met or will be met by the statutory deadline. Please refer to Appendix C for a sample letter of certification. **All other applicants who have previously applied and do not meet all eligibility requirements at the time of application will not be considered for funding.**

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

### **Types of Applicants**

In FY 2004, OVW will accept applications for the Arrest Program from both current grantees and new applicants.

**New applicants** are any jurisdictions that are not currently receiving funds through the Arrest Program. **Current grantees** include States, State and local courts, Indian tribal governments or units of local government that are currently implementing awards under the Arrest Program. Current grantees are eligible for continuation or supplemental funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff. Those applications receiving the highest**

**composite scores will be eligible for funding.**

**A current grantee whose grant funds will be fully expended before April 1, 2004 should apply as a new applicant. Awards for this solicitation will not be available before August 1, 2004.**

**Grantees that received an award through the Arrest Program in FY 2002 or earlier are eligible to apply. Past recipients of Arrest Program awards, who applied for but did not receive continuation funding are also eligible to apply.**

**Current grantees who received new or supplemental funding for 24 months in FY 2003 are not eligible to apply.**

**Please note eligible applicants may apply simultaneously to the Arrest Program and the President's Family Justice Center Initiative. The Family Justice Initiative does not replace the Arrest Program. If proposals submitted simultaneously request support for duplicate services, and if an applicant is selected to receive more than one award, the Office on Violence Against Women will request revised budgets which reconcile any proposed duplication of services.**

## **Program Scope**

The scope of the Arrest Program is defined by the following statutory program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the Arrest

Program statutory purpose areas will be disqualified from funding consideration.

## **Statutory Purpose Areas**

According to (42 U.S.C. § 3796hh) (b) the Arrest Program will support projects that:

- Implement mandatory arrest or pro-arrest programs and policies in police departments, including mandatory arrest programs and policies for protection order violations;
- Develop policies, educational programs, and training in police departments to improve tracking of cases involving domestic violence and dating violence<sup>4</sup>;
- Centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence cases in groups or units of police officers, prosecutors, probation and parole officers, or judges;
- Coordinate computer tracking systems to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts;
- Strengthen legal advocacy service programs for victims of domestic violence and dating violence, including strengthening assistance to such victims in immigration matters;
- Educate judges in criminal and other courts (including juvenile courts) about domestic violence and improve judicial handling of such cases;
- Provide technical assistance and computer and other equipment to

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<sup>4</sup>As defined by section (42 U.S.C. § 3796hh-4) (3) the term dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature of the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

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; and

- Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence and sexual assault against older individuals<sup>5</sup> and individuals with disabilities.<sup>6</sup>

**Applications may address non-intimate sexual assault only for the purpose area that focuses on older individuals and individuals with disabilities (See Statutory Purpose Areas listed above). Otherwise, applications can address only those incidents of rape, sexual assault or stalking that occur within the context of dating and domestic violence.**

**Dating violence can only be addressed through the appropriate statutory purpose areas described above. All applications addressing prevention activities (i.e., outreach to elementary and secondary schools, implementation of educational programs regarding domestic or dating violence intervention and public awareness campaigns) will be considered out of scope.**

### **Program Priority Areas**

By statute, (42 U.S.C. § 3796hh)(b) priority will be given to applicants that:

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<sup>5</sup>As defined in section 102 of the Older Americans Act of 1965 (42 U.S.C. 3002).

<sup>6</sup>As defined in section 3(2) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102(2)).

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

Also, OVW has an interest in projects that:

- Involve community-driven initiatives to address violence against women among diverse and traditionally underserved populations.
- Include dedicated parole and probation officers within existing or newly created domestic violence units to actively participate in holding perpetrators accountable.
- Develop innovative programs to improve judicial handling of domestic violence cases. (i.e., specialized courts or dockets for domestic violence cases, enhanced judicial monitoring of domestic violence offenders, or the creation or enhancement of technology to provide prosecutors and judges

access to case information on prior arrests.)

- Develop and implement coordinated initiatives to address incidents of sexual assault and/or stalking occurring in the context of domestic violence.
- Address system accountability by conducting a safety audit of the jurisdiction's criminal justice system.

### **Activities that May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying the Arrest Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any of the activities listed below:

- Offering perpetrators the option of entering pre-trial diversion programs.
- Mediation or counseling for couples as a systemic response to domestic violence.
- Batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior.
- Procedures that would force victims of domestic violence 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.

### **Review Process**

All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. The Office will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for

the program. Internal review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of the population to services, the existence of under-served communities, and the type of projects already funded within an applicant's state or community. The total possible points are 100 for both new and continuation applications. For current grantees applying for continuation funding, the status of the current project will be considered during the OVW internal review.

### **Selection Criteria**

The peer review panel will evaluate all applications against criteria consistent with the statutory purpose areas and the demonstrated ability of the applicant to enhance the safety of victims by implementing mandatory or pro-arrest policies as an effective domestic violence intervention that is part of a coordinated community response. The peer review panels will also rate the proposed project based on the criteria set forth in the Application Content and Guidelines section of this solicitation.

### **Application Content and Guidelines**

For the purposes of this program new and continuation applicants, must complete each of the following sections as part of their proposals. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. Please note that incomplete applications will not be considered for funding.

All applicants must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point
- 12 characters per inch



Points may be deducted for failing to adhere to the above page format requirements.

### **New Requirement**

Beginning October 1, 2003 a Dun and Bradstreet (D & B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant.** The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

### **Application for Federal Assistance (SF-424): 0 points**

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.590. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction applying, such as the mayor, county commissioner, tribal chief, etc. If the individual applying online is not the authorizing official, that individual must

list the authorizing official's name and contact information where appropriate.

### **Summary Data Sheet (not to exceed one page) : 1 point**

Please identify the following:

- The agency and type of agency (i.e., local government, state government, tribal government, state or local court) applying for funding;
- The nonprofit, private victim services program collaborating on this project;
- Whether this is a new or continuation application;
- Whether this project is a local, tribal, multi-jurisdictional (involving 10 or more counties), statewide, regional (multiple states), tribal consortium or court project;
- The regional area(s) (city, town, county, parish) where this project will be implemented;
- The population to be served;
- The Arrest Program *Statutory Purpose Areas and Priority Areas* addressed by this proposal.

### **Abstract (not to exceed one page): 2 points**

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- Conciseness
- Accuracy in summarizing the Project Narrative.

### **Status of Current Project (not to exceed 5 pages)**

**Applicants for continuation funding only:** State what has been accomplished by the current project, including 1) a description of

the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation. This section should be as clear and succinct as possible.

Projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal.
- Whether the grantee has demonstrated that past activities supported with Arrest Program funds have been limited to Arrest Program Purpose Areas.
- Whether the grantee has complied with all special conditions of their existing grant award from the Department of Justice.
- Whether the grantee has adhered to programmatic and financial reporting requirements.
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line.
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as a Special Condition of the current award.
- Whether the grantee has received financial clearances on all current grants from OVW.
- Whether the grantee has complied with the OMB audit requirement.

Applicants who have failed to comply with any or all of the aforementioned criteria could have as many as 25 points deducted from their application score. In addition, OVW reserves the right to disqualify an application from consideration, if an applicant is found to be substantially out of compliance with the criteria.

### **Project Narrative**

The Project Narrative may not exceed 15 double-spaced typed pages. The components of the Project Narrative are worth a cumulative total of 57 points. The narrative should include the following:

### **Need for the Project (not to exceed five pages): 7 points**

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and
- Describe the communities in which the project would be implemented, including location, population, and demographic information.
- How the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

### **Selection Criteria**

This section will also be rated on the following:

- The impact of current or prior efforts to prevent and reduce domestic violence in the jurisdiction;
- The need or continued need for the project; and
- The description of the community to be served-including diverse, traditionally, underserved populations of victims of domestic

violence and how the proposed project will address their needs.

**What Will be Done (not to exceed six pages): 25 points**

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. The applicant should describe how additional funding will continue and/or enhance the existing project.

This section should also include tangible products that will be generated. (e.g., a video, a brochure, curriculum and how they could be used to assist other jurisdictions that wish to implement mandatory or pro-arrest policies to address domestic violence). Some jurisdictions would not benefit from developing new products. Please provide an explanation if your application does not contemplate developing any products. Do not include a restatement of project activities in this section.

**Selection Criteria**

In addition to the criteria above, this section will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability.

**Who Will Implement the Project (not to exceed two pages): 10 points**

Applicants must identify the agency(ies) or office(s) responsible for implementing the project. This section should identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

In addition, all applicants **are required** to collaborate with nonprofit, nongovernmental organizations serving victims of domestic violence and/or sexual assault. This may include faith-based or community-based organizations. Community-based sexual assault and domestic violence victim service organizations must be involved in the **development and implementation** of the project.

Victim service organizations should meet all of the following criteria:

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

In developing applications for the Arrest Program, jurisdictions are encouraged to consider some important distinctions between the following:

- Victim advocates who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, private sexual assault and domestic violence programs (e.g., shelters, advocacy groups or coalitions); and

- Legal advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for *all* victim advocates to play in the creation of a coordinated community response to domestic violence, **VAWA requires the participation of nonprofit private sexual assault or domestic violence programs in developing and implementing the project.** This does not preclude applicants from requesting support for government agency victim services but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, private victim service agencies. In addition, if funding is requested for *both* governmental and private victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

**Sustainability Plan (not to exceed one page): 10 points**

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Arrest program is no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term.

**Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

**Measuring Effectiveness (not to exceed one page): 5 points**

This section should describe the criteria that would be used to measure the project's effectiveness. It should explain how the review would be conducted and identify the specific data collection and analysis techniques to be used. The review should be designed to provide an objective assessment of the effectiveness of the

procedures, technology, or services supported with grant funds. Whenever appropriate, the review process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the review process.

**Budget Detail: 20 points**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative.

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

Supplemental contributions may be cash, in kind services, or a combination of both. Any nonfederal contributions can be discussed in the project narrative, however these supplemental contributions should not be included in the budget or budget narrative.

Applicants are encouraged to seek alternative sources of funding for vehicles, weapons, bullet-proof vests, law

enforcement uniforms, law enforcement uniform cleaning, and police radios.

### **Budget Requirements**

The following is a short list of budget guidelines:

- Consultant rates in excess of \$450 per day require prior approval from the Director of OVW.
- All applicants **are required** to allocate funds (\$15,000 for the project period for local, individual tribal projects, and state or local courts and \$30,000 for the project period for statewide, multi-jurisdictional, regional and tribal consortium projects) to support travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OVW-designated technical assistance providers. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by the Office. Applicants from Alaska, Hawaii, Guam, Northern Mariana Islands, and American Samoa should set aside an additional \$5,000 for the above purpose. This required amount of \$15,000 or \$30,000 for the project period, as applicable, should be included in the “travel” category. **Please refer to the Sample Budget in Appendix D for an example of an estimated breakdown of these costs.**
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants on the financial administration of Office of Justice Programs formula and discretionary grant programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).

- This program has no match requirement.

A Sample Budget Detail Worksheet is included in the Appendix to this solicitation. You will submit your budget, budget summary and budget narrative online as one attachment under Budget Narrative; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all the required budget categories, as needed. The budget should clearly describe: the proposed amount and uses of grant funds over the grant period, and how the amounts of the specific budget items were determined.

### **Memorandum of Understanding:**

**(MOU) (not to exceed 5 pages): 20 points**

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, private sexual assault and domestic violence programs. OVW requires this to be done by the submission of an MOU. (42 U.S.C. § 3796hh-1)(4)

Each application **must include**, as an attachment, a current (i.e., signed and dated during the development of the proposal) MOU created and signed by the chief executive officers and/or directors of:

- Relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation);
- Nonprofit, private sexual assault and domestic violence programs, or community-based organizations that represent the views and concerns of domestic violence victims; and
- Other community agencies or organizations that will collaborate to implement the project.

### **The MOU must do the following:**

- 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;

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

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which will involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to page 13 section titled, "Performance Measures and Evaluation."

**To demonstrate evidence of collaboration, the MOU must be a single document signed by appropriate representatives from all partnering agencies.**

Page limit does not include signature page.

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

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number,

please fax the MOU to (202) 354-4147. Be sure to reference your application number and the title of the OVW program to which you are applying on the faxed documents.

**Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).**

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

**NOTE:** If the authorizing official is not the individual submitting the application in the GMS, be sure the correct authorizing official information has been entered.

**Anti-Lobbying Act**

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all

activity, even if currently allowed within the parameters of the existing OMB circulars.

### **Certification of Nonsupplanting**

A letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix E for a sample letter.

### **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

## **Additional Program Requirements**

### **Technical Assistance**

Grant recipients are required to work collaboratively with staff from OVW and OVW designated technical assistance providers. Grant recipients will be asked to identify advocates from local sexual assault and domestic violence victim services programs, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in technical assistance events. Individuals attending mandatory technical assistance events do not have to be grant funded personnel. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Technical Assistance set-aside funds are only to be used to cover travel costs to attend trainings provided by OVW designated technical assistance providers. These providers offer a full range of training opportunities throughout the year. If awarded, the jurisdiction will be required to send representatives to at least four (4) trainings during the twenty-four month

project period. Request for training other than OVW-sponsored trainings will be reviewed and approved on a very limited case-by-case basis.

### **Performance Measures and Evaluation**

There are two statutory requirements that require VAWA grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)** which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

All OVW grant recipients are required to report on the effectiveness of their programs. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate that jurisdictions are treating domestic violence as a serious crime, by improving the criminal justice system's response to domestic violence victims and offenders. This information will be incorporated into the semi-annual progress reports described below.

Applicants must report these output data:

- The number of individuals served;
- The number of individuals seeking services who could not be served;
- Demographic information on persons served including data on age, sex, relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability.
- The number and percentage of arrests relative to the number of



- police responses to domestic violence incidents;
- The number of protection orders issued;
- The number of victim advocates supported by grant funding; and
- The number of 911 calls, arrests, and dual arrests in domestic violence cases, domestic violence case prosecutions, dismissals of domestic violence case prosecutions and conviction rates.

### **Reporting Requirements**

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

### **OJP Financial Guide**

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the Internet on the OJP web page:

<http://www.ojp.usdoj.gov/FinGuide>.

### **Suspension or Termination of Funding**

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Arrest Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of Annual Progress Reports;

- The regulations and/or guidelines issued for the Arrest Program; or
- The application submitted in accordance with the provisions of VAWA or other provisions of VAWA or other provision of any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18.

### **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 this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the

program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at

<http://www.whitehouse.gov/omb/grants/spoc.html>.

### **Faith-Based Organizations**

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is now OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious



character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### **Services to Limited-English-Proficient (LEP) Persons**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice

810 7<sup>th</sup> Street, N.W., 8<sup>th</sup> Floor  
Washington, DC 20531

### **How To Apply**

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation.

Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc\*), PDF files, (\*.pdf\*), or Text Documents (\*.txt\*). (Please refer to Appendix F, the GMS Quick Start Guide.)

The following documents must be submitted via GMS:

- The SF-424;
- Certifications and Assurances;
- The project abstract and project narrative; and
- The budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to

202/354-4147, or electronically through GMS, and may include:

- Certification of nonsupplanting;
- Arrest certification of eligibility letter;
- MOU
- The map for multi-jurisdictional and regional projects ;
- Current indirect cost rate agreement, if applicable;

**Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the Arrest Program is 16.590.**

**The application number must be included on the cover page of all faxes.**

Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, [www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-888-549-9901**.

### **Application Due Date**

Applications must be electronically received by the close of business (5:30 p.m. EST) on February 25, 2004 through the GMS. The application attachments (e.g., MOU, Certification of Non-Supplanting, etc.), which may be faxed to (202) 354-4147 or submitted through GMS as attachments, must also be received by 5:30 pm EST on February 25, 2004.

We recommend that you register through GMS at least two weeks before the application due date, or no later than February 11, 2004. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

**For additional information, please contact the Office on Violence Against Women at (202) 307-6026.**

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## APPENDIX A

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### LETTER OF INTENT

LETTER OF INTENT

Office on Violence Against Women  
U.S. Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

To Whom It May Concern:

I intend to apply for funds under the 2004 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Please FAX to:**  
**Office on Violence Against Women**  
**ATTN: The Arrest Program**  
**Office of Justice Programs**  
**202/305-2589**

**Please submit by February 4, 2004**

***Reminder: By statute, eligible grantees for the Arrest Program are States, Indian tribal governments, State and local courts (including juvenile courts), and units of local government (see Program Eligibility, page 2-3, for further information). If your agency does not meet this requirement, you are ineligible to apply for Arrest Program grant funds.***

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## APPENDIX B

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### QUICK TIPS TO CERTIFICATION OF ELIGIBILITY LETTER

## QUICK TIPS

- **Pay close attention to certification #5. As a result of VAWA 2000, additional stipulations have been added to this requirement. For help assessing your compliance with this requirement, please go to:  
[www.ojp.usdoj.gov/vawo/filingfeeschart.htm](http://www.ojp.usdoj.gov/vawo/filingfeeschart.htm)**
- **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 wrong, therefore making the application ineligible for funding; and***
- **Have the Chief Executive Officer sign the letter. *Examples: Governor for a state applicant, Chief Justice for a court applicant and Mayor, County Executive or Tribal Chairman for unit of local government or Indian Tribal government applicant.***

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APPENDIX C

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SAMPLE CERTIFICATION OF ELIGIBILITY LETTER

# ***SAMPLE***

**[Applicant Letterhead]**

**[date]**

Office on Violence Against Women  
Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

Re: Application #2004-XXXXX-XX-XX

Dear Ms. Stuart

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; and
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 domestic violence, stalking, or sexual assault, 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.

Sincerely,

**[chief executive officer]**



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# Appendix D

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BUDGET DETAIL WORKSHEET  
AND SAMPLE BUDGET

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

# ***SAMPLE***

## **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.

(Example assumes a 24 month budget period.)

**A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project.**

**Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.**

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Investigator	$(\$50,000 \times 100\% \times 2)$	\$100,000
1 advocate	$(\$50,000 \times 100\% \times 2)$	\$100,000
Administrative Assistant	$(\$40,000 \times 50\% \times 2)$	<u>\$40,000</u>
		\$240,000
Cost of living increase	$(\$120,000 \times 2\% \times 1\text{yr})$	\$2,400
Overtime per investigator	$(\$37.5/\text{hr} \times 200 \text{ hrs})$	\$7,500

The investigator and the advocate will be assigned exclusively to domestic violence unit. A half-time administrative assistant will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all personnel during year number two. Overtime will be needed during some investigations.

**TOTAL**      **\$249,900**

**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, Workman's Compensation, and Unemployment Compensation.**

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator, 1 Advocate & Admin. Asst.		
Employer's FICA	\$242,400 x 7.65%	\$ 18,544
Retirement	\$242,400 x 6%	\$ 14,544
Health Insurance	\$242,400 x 12%	\$ 29,088
Workman's Compensation	\$242,400 x 1%	\$ 2,424
Unemployment Compensation	\$242,400 x 1%	\$ 2,424
Investigator Overtime		
FICA	\$7,500 x 7.65%	\$ 574
Workman's Compensation	\$7,500 x 1%	\$ 75
Unemployment Compensation	\$7,500 x 1%	\$ 75
	<b>TOTAL</b>	<b><u>\$ 67,748</u></b>

**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 subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.**

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$ 600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420

The two advocates will attend training on domestic violence in Minneapolis in October.

**\$15,000 OVW-designated Technical Assistance (Locations unknown at this time)**

3 trips,	Investigator		
	Airfare	(3 trips x \$525)	\$ 1,575
	Lodging	(\$75/night x 3 trips x 4 nights)	\$ 900
	Per Diem	(3 trips x \$35/day x 5 days)	\$ 525

**4 trips, Investigator & 2 Advocates**

Airfare	(3 persons x 4 trips x \$525)	\$ 6,300
Lodging	(3 persons x 4 trips x \$75/nightsX 4 nights)	\$ 3,600
Per Diem	(3 persons x 4 trips x \$35/day X 5 days)	\$ 2,100

The organization's established travel policies will be utilized.

**TOTAL \$16,620**

**D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 -Pentium III Processor	(\$2,000 x 3 )	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

**TOTAL \$ 7,000**

**E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and 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.**

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mos)	\$ 1,200
Postage	(\$20/mo x 24 mos)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$ 1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

**TOTAL \$ 2,680**

**F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.**

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL <u>0</u>

**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 \$450 per day require additional justification and prior approval from OJP.**

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

**Subtotal \$ 4,500**

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

**Subtotal \$ 5,400**

**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 \$100,000.**

<u>Item</u>	<u>Cost</u>
Not applicable	Subtotal <u>0</u>

**TOTAL \$ 9,900**

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (875 mo. x 24 mo.)	\$21,000

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL \$ 27,000

I. Indirect Costs - Indirect costs are allowed only 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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL \_\_\_\_\_ 0

**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 requested and the amount of non-Federal funds that will support the project.**

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>249,900</u>
B. Fringe Benefits	\$ <u>67,748</u>
C. Travel	\$ <u>16,620</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>27,000</u>
Total Direct Costs	\$ <u>380,848</u>
I. Indirect Costs	\$ <u>0</u>
<b>TOTAL PROJECT COSTS</b>	\$ <u>380,848</u>
Federal Request	\$ <u>380,848</u>
Non-Federal Amount	\$ <u>NA</u>

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# Appendix E

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SAMPLE CERTIFICATION OF NONSUPPLANTING



# ***SAMPLE***

**[Applicant Letterhead]**

**[date]**

**Diane Stuart  
Director  
Office on Violence Against Women  
810 7th Street, NW  
Washington, DC 20531**

**Dear Ms. Stuart:**

**[Applicant] certifies that any funds awarded through the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing assistance to victims of domestic and dating violence. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoument of monies provided under this grant, and civil and/or criminal penalties.**

**Sincerely,**

**[Applicant's Authorizing Official]**

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APPENDIX F

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GMS QUICK START GUIDE

## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ Step 1. Using your established Internet account, \* go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online GMS Applications Procedures Handbook is available on this page, and you may link directly to GMS, which will provide online “help” screens.
  
- ◆ Step 2. Select “Logon to the Grants Management System (GMS)” to apply for OJP grant funding.
  
- ◆ Step 3. If you have never used GMS, click on “New User? Register Here” and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 Grants to Encourage Arrest and Enforcement of Protection Orders Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through e-mail that you are eligible to submit your application. Confirmation may take up to one week.  
  
If you are not a new user and have a GMS password, click on “Login.” If your password has expired, you will receive an “Authentication Error” or “Unauthorized User” message. In this case, click on “Having Login Problems?” for assistance in updating your password.  
  
Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g. governor, mayor, county executive, county commissioner, chief judge). If the individual applying online is not the authorizing official, that individual must list the authorized official’s name and contact information where appropriate.
  
- ◆ Step 4. To submit your application online, complete the on-screen *424/Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All GMS attachments must be in the following word processing formats: Microsoft Word (\*.doc\*), PDF files (\*.pdf\*), or Text Documents (\*.txt\*). Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, certification of nonsupplanting. After submission, you will receive confirmation through e-mail that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, certification of eligibility letter and certification of nonsupplanting) must be faxed to (202) 354-4147. You must include your GMS application number and Program title of the OVW program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

*\*If you do not have an Internet account, call OVW at 202-307-6026 for assistance.*