



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

OVW Fiscal Year 2012 Safe Havens: Supervised Visitation and Safe Exchange Grant Program

Eligibility

Applicants are limited to States, Indian Tribal governments, and units of local government.
(See "Eligibility," pages 5-6)

Deadline

All applications are due by 11:59 p.m. ET on March 26, 2012.
(See "Deadline: Application," page 5)

To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted to OVW.SupervisedVisitation@usdoj.gov by March 12, 2012. Please note, however, that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible 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 March 12, 2012.

Contact Information

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

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

Grants.gov Number assigned to announcement OVW-2012-3131.

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

CONTENTS

Overview	4
About the OVW Safe Havens: Supervised Visitation and Safe Exchange Program.....	4
Deadlines	5
Application.....	5
Registration.....	5
Letter of Intent.....	5
Eligibility	5
Eligible Entities.....	5
Program Eligibility Requirements.....	6
Required Partnerships.....	6
Minimum Requirements.....	7
Certification of Minimum Requirements.....	7
Types of Applicants.....	7
Award Information.....	8
Award Period.....	8
Award Amounts.....	8
Program Scope	9
Purpose Areas	9
Statutory Considerations	9
Activities that Compromise Victim Safety and Recovery.....	10
Out-of-Scope Activities.....	10
Unallowable Activities.....	11
How to Apply.....	11
Formatting and Technical Requirements.....	11
Experiencing Unforeseen Technical Issues.....	11
Application Requirements.....	12
Summary Data Sheet.....	12
Project Narrative	13
Purpose of Application	13
What Will Be Done	13
Who Will Implement the Project.....	15
Sustainability Plan	16
Budget Detail Worksheet and Narrative.....	16
Award Period and Amounts.....	17

Budget Requirements.....	17
Food and Beverage/Costs for Refreshments and Meals.....	17
Training and Technical Assistance	18
Accommodations and Language Access	19
Memorandum of Understanding (MOU) or Letters of Intent to Collaborate	19
Certification of Minimum Requirements	20
Additional Required Information	20
Proposal Abstract.....	20
Application for Federal Assistance	20
Standard Assurances and Certifications.....	21
Letter of Nonsupplanting	21
Financial Accounting Practices.....	21
Financial Capability Questionnaire	21
Indirect Cost Rate Agreement	22
Selection Criteria.....	22
Review Process	22
Performance Measures	22
Past Performance Review	22
Other Requirements.....	23
Federal Financial Guidelines and Reporting Requirements	23
Additional Requirements	23
Public Reporting Burden	24
Paperwork Reduction Act Notice	24
Application Checklist.....	25

OVW Safe Havens: Supervised Visitation and Safe Exchange Grant Program (CFDA 16.527)

Overview

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

About the OVW Safe Havens: Supervised Visitation and Safe Exchange Program

The Safe Havens: Supervised Visitation and Safe Exchange Program (Supervised Visitation Program) provides an opportunity for communities to support supervised visitation and safe exchange of children in situations involving domestic violence, sexual assault, dating violence, child abuse, or stalking. Studies have shown that the risk of violence is often greater for victims of domestic violence and their children after separation from an abusive situation.¹ Even after separation, batterers often use visitation and exchange of children as an opportunity to inflict additional emotional, physical, and/or psychological abuse on victims and their children. Visitation and exchange services provided through the Supervised Visitation Program should reflect a clear understanding of the dynamics of domestic violence, sexual assault, dating violence, and stalking; the impact of domestic violence on children; and the importance of holding offenders accountable for their actions.

¹ E.g., Brownridge, D. A. (2006). Violence against women post-separation. *Aggression and Violent Behavior, 11*(5): 514-530; DeKeseredy, W. S., Rogness, M., & Schwartz, M. D. (2004). Separation/divorce sexual assault: The current state of social scientific knowledge. *Aggression and Violent Behavior, 9*, pp. 675-691; and Jaffe, P.G. (1995). Children of domestic violence: Special challenges in custody and visitation dispute resolution. In J. Carter, B. Hart & C. Hostler (eds.), *Domestic Violence & Children: Resolving Custody and Visitation Disputes, A National Judicial Curriculum*, San Francisco, CA: The Family Violence Prevention Fund, pp. 19-30.

Deadlines

Application

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

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the Supervised Visitation Program at (202) 307-6026 no later than March 12, 2012 to request permission to submit an application by alternative means.

Registration

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

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 your intent to apply. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at OVW.SupervisedVisitation@usdoj.gov by March 12, 2012. **This letter will not obligate you to submit an application.** You may submit an application for funding if you do not submit a Letter of Intent.

Eligibility

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

Eligible Entities

Eligible entities for this program are:

- States
- Indian Tribal governments²
- Units of local government

² Any applicant representing a consortium of Tribal governments must submit documentation of authority in the form of a resolution or legal equivalent from each Tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member Tribes in the consortium. In that case, the Tribal consortium must submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the Tribal consortium has the legal authority to apply for grants under this solicitation on behalf of the consortium. This documentation must be current, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's due date. In addition, a copy of the bylaws or other governance documents that allow the Tribal consortium's action without support from all consortium members must be included with this documentation.

All applicants are required to enter into a collaborative working relationship with state, tribal, or local courts and a nonprofit, nongovernmental domestic violence or sexual assault victim services organization to expand the scope of existing services for supervised visitation and safe exchange of children in situations involving domestic violence, sexual assault, dating violence, stalking, and child abuse.

State

For the purposes of this grant program, a **state** is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam and the Commonwealth of the Northern Mariana Islands.

Indian Tribal Government

For the purposes of this program, **Indian Tribal government** is defined as any tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. § 450b(e)). Regarding applicants representing a consortium of Tribal governments, please refer to footnote 2 regarding the submission of resolutions or equivalent legal documents in support of the application.

Unit of Local Government

For the purposes 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 the 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. Local courts, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, nongovernmental victim services agencies, and universities are **not** considered units of local government for the purposes of this grant program unless they meet the "unit of local government" definition under 42 U.S.C. § 379. As defined in 42 U.S.C. § 3791(a)(3), "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. Applications from typically "non-eligible" entities that want to assert "unit of local government" status under 42 U.S.C. § 3791 must include proof of such status.

Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the Supervised Visitation Program must also meet the following requirement(s):

Required Partnerships

All applicants are required to enter into a collaborative working relationship with State, Tribal, or local courts and a nonprofit, nongovernmental domestic violence or sexual assault victim services organization to expand the scope of existing services for supervised visitation and safe

exchange of children in situations involving domestic violence, sexual assault, dating violence, stalking, and child abuse.

Minimum Requirements

Under U.S.C. § 10420(c), all applicants for the Supervised Visitation Program must:

- Demonstrate expertise in the area of family violence, including domestic violence or sexual assault;
- Ensure that any fees charged to individuals for use of programs and services are based on the income of those individuals, unless otherwise provided by court order;
- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, are in place for the operation of supervised visitation programs and services or safe visitation exchange;³ and
- Prescribe standards by which supervised visitation or safe visitation exchange will occur.

Certification of Minimum Requirements (for development applicants only)

Development applicants must submit a letter signed by the Authorizing Official, certifying that the project will meet the statutory minimum requirements. See page 19 of this solicitation for more information.

Types of Applicants

In FY 2012, OVW will accept applications for the Supervised Visitation Program from both development and continuation applicants. For the purposes of this grant program, development applicants are: 1) applicants that have never received Supervised Visitation Program funds; and 2) former Supervised Visitation Program grantees whose awards have expired and/or who applied and were not refunded in FY 2011. Continuation applicants are: 1) applicants that received 36 months of funding in FY 2009; and 2) applicants with current awards that expire on or after March 15, 2012. *Note:* Applicants that received 36 months of funding in FY 2010 and applicants that were funded in FY 2011 are not eligible to apply for FY 2012 funding.

- *Development Projects*

A development project is divided into a planning phase and an implementation phase over a 36-month period.

1) **Planning Phase:** Applicants must limit the first 12 months of the project to planning activities. Jurisdictions selected as development projects (including communities with an established visitation center) will work with OVW and Supervised Visitation Program technical assistance providers to establish the groundwork for developing a supervised visitation program that can safely provide services to families for which domestic violence, sexual assault, dating violence, or stalking is a factor. Proposed activities must include, but are not limited to:

- Participating in technical assistance events;
- Funding a coordinator for the grant project;

³ A document describing the criteria used by OVW to determine if a site provides adequate safety and security is forthcoming. At a minimum, the supervised visitation center should ensure the physical, auditory, and visual separation of the custodial and non-custodial parties.

- Coordinating and conducting planning meetings;
- Establishing an advisory/consulting committee; and
- Developing visitation center policies and protocols.

2) Implementation Phase: Upon successfully completing the planning phase, grantees will begin implementing supervised visitation and exchange services over the remainder of the project period. During this phase, grantees will continue to work with OVW and Supervised Visitation Program technical assistance providers to implement their supervised visitation project.

- *Continuation Projects*

Applicants with awards expiring on or after March 15, 2012 (but not applicants who received funding in FY 2010 or FY 2011) are eligible to apply for funding to continue and/or enhance their existing visitation and exchange programs. Applications for multi-jurisdictional⁴ projects must demonstrate that each visitation/exchange center involved in the award project meets the statutory and minimum requirements of the Supervised Visitation Program, as outlined on page 6 of the solicitation. In addition, each center must operate as a separate facility for a minimum of 20 hours per week.

Award Information

Applicants should be aware that awards will be made as cooperative agreements and OVW will play a substantial role in shaping and monitoring the award project.

Award Period

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Supervised Visitation Program funds for FY 2012 will be awarded based on the following guidelines:

- Up to \$400,000 for a three-year development project;
- Up to \$350,000 for a three-year continuation project with one visitation site;
- Up to \$500,000 for a three-year continuation project with two visitation sites; or
- Up to \$650,000 for a three-year continuation project with three visitation sites.

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.

⁴ A multi-jurisdictional project proposes two or three supervised visitation centers in two or more jurisdictions. Multi-jurisdictional projects are limited to three visitation centers and/or jurisdictions

Program Scope

Activities supported by the Supervised Visitation Program are determined by statute, Federal regulations, and OVW policies.

Purpose Areas

In FY 2012, funds awarded under the Supervised Visitation Program may be used to:

- Provide supervised visitation and safe exchange of children by and between parents in situations involving domestic violence, sexual assault, dating violence, stalking, or child abuse;
- Protect children from the trauma of witnessing domestic or dating violence or experiencing abduction, injury, or death during parent and child visitation exchanges;
- Protect parents or caretakers who are victims of domestic or dating violence from experiencing further violence, abuse, and threats during child visitation exchanges; and
- Protect children from the trauma of experiencing sexual assault or other forms of physical assault or abuse during parent and child visitation and exchanges.

Safety for adult victims and their children is the overarching goal of the Supervised Visitation Program. Program funds must be used to provide visitation and exchange services between custodial and non-custodial parents in cases in which a parent is the victim of domestic violence and therefore is at risk for further harm. Given the high rate of co-occurrence of domestic violence and child abuse, grant funds may be used to serve families in which child abuse is a factor. However, visitation and exchange services for the primary purpose of providing access to children in cases of substance abuse, mental illness, child support, foster care, or high conflict divorce (unrelated to domestic violence) are beyond the scope of this grant program and cannot be supported with OVW funds. Activities funded under this grant program must reflect equal regard for the safety of children and adult victims of domestic violence, sexual assault, dating violence, and stalking.

Funds may be used for, but are not limited to, the following activities:

- Strengthening existing program operations;
- Expanding services at existing centers;
- Increasing center staff;
- Enhancing security at existing centers; and
- Developing training for center staff and volunteers.

Statutory Considerations

In addition to the earlier stated program eligibility requirements, OVW will take into account the following considerations when awarding cooperative agreements:

- The number of families to be served by the proposed visitation programs and services;
- The extent to which the proposed supervised visitation programs and services serve underserved populations;⁵

⁵ Underserved populations include populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities,

- The extent to which the applicant demonstrates cooperation and collaboration with non-profit, nongovernmental entities in the local community served, including the state or tribal domestic violence coalitions, state or tribal sexual assault coalitions, local shelters, and programs for domestic violence and sexual assault victims; and
- The extent to which the applicant demonstrates coordination and collaboration with state and local court systems, including mechanisms for communication and referral.

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;
- Requiring adult victims to participate in mediation or family counseling;⁶
- Providing visitation or exchange services which do not account for the safety of adult victims;
- Requiring a court order to access visitation and/or exchange services; and
- Providing custody evaluations or court reports based on subjective information and opinions of center staff and volunteers.

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

Out-of-Scope Activities

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

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research.);
- Therapeutic visitation;
- Parent education/batterer intervention programs;
- Individual, group, and family counseling; and
- Supervised visitation and exchange services unrelated to domestic violence, sexual assault, dating violence, or stalking.

alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate

⁶ OVW funds **cannot** be used to support individual, group, and family counseling. Furthermore, grantees are strongly discouraged from requiring adult victims to participate in mediation or family counseling.

Unallowable Activities

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

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

How to Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Formatting and Technical Requirements

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

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

Experiencing Unforeseen Technical Issues

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

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the Supervised Visitation Program at (202) 307-6026 or OVW.SupervisedVisitation@usdoj.gov **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

Application Requirements

Applications must include the following required documents in order for the application to be forwarded for further review. **Applications that do not include these documents will not be considered.**

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU) or Letters of Intent to Collaborate
4. Certification of Minimum Requirements (development applicants only; see page 20)

Applications forwarded for review will be scored on the following:

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

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

Summary Data Sheet (5 points)

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

- 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.

- The non-profit, nongovernmental domestic violence and/or sexual assault victim services program(s) collaborating on this project.
- The state, Tribal, or local court partner and name of judicial officer who will participate in the project.
- Name, address, phone number, and fax number for the visitation center(s) involved in this project (for jurisdictions in which centers are being proposed but are not yet in existence, provide the name of each jurisdiction in which a center is being proposed).
- Whether the application is proposing a development or continuation project.
- Summary of current and recent OVW projects (if applicable)
 - 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 (60 points total)

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

Purpose of Application (10 points)

This section must include:

- Description of the problem to be addressed and how funding would alleviate it;
- Identification of the target population and statement of how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Description of the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Description of current services and gaps.

What Will Be Done (30 points)

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

Development and Continuation Projects

Applications for development and continuation projects will be rated on the following, in addition to specific requirements for development and continuation applications (described on pages 14-15):

- The extent to which the application clearly demonstrates development and/or implementation of a program to increase supervised visitation and exchange options for families with a history of domestic violence, sexual assault, dating violence, stalking, or child abuse;
- The extent to which the application addresses the minimum requirements of the Supervised Visitation Program;
- The extent to which the application clearly describes the community to be served, including diverse, traditionally underserved populations of victims of domestic violence, sexual assault, dating violence, stalking, or child abuse;
- The extent to which the proposed project activities reflect sound development and thoughtful innovation;
- The extent to which the application clearly describes project goals, objectives, and activities; organization and staff capability (including training for staff); and a project timeline; and
- The extent to which the existing or proposed visitation project addresses the Guiding Principles of the Supervised Visitation Program (the Guiding Principles can be downloaded at <http://www.ovw.usdoj.gov/docs/guiding-principles032608.pdf>).

Development Projects

In addition to the requirements above, development applicants should explain how the proposed project would assist the jurisdiction(s) in addressing the identified need, and what issues will be addressed during the planning process. **Development applicants should also include a letter, signed by the authorized representative, certifying that the development project will meet the statutory and minimum requirements of the grant program (see Certification of Minimum Requirements on page 20).**

Continuation Projects

Continuation applicants should submit a statement describing how the proposed project would assist the jurisdiction(s) in addressing the identified needs. Continuation applicants should also provide detailed information on the project goals and objectives, mechanisms for referral to the visitation and exchange center, the specific tasks and activities of each collaborative partner, and a timeline that identifies when the project activities will be accomplished. Continuation applicants should also include a description of how OVW Supervised Visitation Program funds have been used in the past, the services currently offered, and a statement as to how these services will be enhanced by the proposed project. In addition, continuation applicants must submit their internal and external policies and procedures and a description of existing visitation and exchange services, described below.

- *Internal and External Policies and Procedures*

Applications for continuation projects must demonstrate that center operating policies are in alignment with the Guiding Principles of the Supervised Visitation Program and have been specifically tailored to meet the unique safety needs and concerns of victims of domestic violence, sexual assault, dating violence, stalking, and child abuse. As such, continuation applicants must submit their internal and external policies and procedures and any documents they distribute to families using the visitation center(s) (e.g., welcome packets). **Policies and procedures should be submitted as separate attachments and will not be counted against the 20-page limit for the Project**

Narrative. The policies and procedures must address the following items, but are expected to address topics beyond these listed:

- o Scope of visitation and/or exchange services;
 - o Hours of operation;
 - o Program security;
 - o Record keeping and confidentiality;
 - o Referral process;
 - o Intake and orientation procedures;
 - o Fee protocols;
 - o Training requirements for staff and volunteers; and
 - o Available services to meet the needs of underserved populations.
- *Description of Existing Visitation and Exchange Center(s)*

Continuation applicants must also submit a description of the existing visitation and exchange center(s) to be funded under the award project. **This description should be submitted as a separate attachment and will not be counted against the 20-page limit for the Project Narrative.** The description should include the following information:

 - a. Capacity of the center (maximum number of families that can be served by the center) and the proposed number of families that will be served each month;
 - b. Information on the number of families served, each month, during the current project period;
 - c. Demographics of families to be served by the project;
 - d. Information regarding center staff (i.e. number of staff, job titles and qualifications); and
 - e. Composition and role of existing or proposed Consulting Committee (see description of Consulting Committee on page 16).

Who Will Implement the Project (15 points)

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

Applicant and Mandatory Partners

All applicants **are required to** enter into formal collaborations with State, Tribal, or local courts and non-profit, nongovernmental organizations serving victims of domestic violence and/or sexual assault. A nonprofit, nongovernmental victim services organization must be involved in the **development and implementation** of the project. Applicants must identify the court and victim services program(s) partnering on the proposed project and all other project partners, and specify their respective roles and responsibilities.

Victim service organizations should meet all of the following criteria:

- 1) Provide services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work concerning such issues;

- 2) Address a demonstrated need in their communities by providing services that promote the dignity and autonomy of victims, improve their access to resources, and create options for victims seeking safety from violence; and
- 3) Do not engage in activities that compromise victim safety.

State, Tribal, or local court partners must designate a judicial officer (i.e., judge or magistrate) to serve on the project consulting committee, refer cases directly to the proposed visitation and exchange center(s), and participate in technical assistance provided by OVW. This judicial officer must be identified in the application.

All applicants must identify an individual to serve as the coordinator for the grant project. The coordinator will be responsible for coordinating the financial and programmatic aspects of the project. Responsibilities will include, but are not limited to, the following activities: 1) serving as the point of contact with OVW and technical assistance providers; 2) convening Consulting Committee meetings; 3) coordinating site visits and on-site technical assistance events; 4) participating in mandatory OVW meetings and trainings; and 5) ensuring that the project is developed and implemented in compliance with the statutory and minimum requirements of the Supervised Visitation Program. **The person selected for this position must be an employee of the applicant agency (i.e., state, local or tribal government entity).** Applicants should ensure that the project budget includes sufficient funds to cover salary and travel for this position.

Consulting Committee

Visitation programs that serve families with a history of domestic violence, sexual assault, dating violence, stalking, and child abuse are required to develop formal affiliations with organizations that will be available to provide services and consultation to programs that work with children and parents. All grantees are required to establish a Consulting Committee. The committee should include, but is not limited to, experts in the fields of child abuse and neglect, advocacy for victims of domestic violence and sexual assault, services for underserved and diverse communities, and civil legal service providers. Mandatory MOU partners (i.e., the victim services organization and the court partner) must also serve as members of the Consulting Committee.

Sustainability Plan (5 points)

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

Budget Detail Worksheet and Narrative (15 points)

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

In developing the budget, applicants should financially compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including

nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal sexual assault and/or domestic violence coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Award Period and Amounts

The following award limits are firm and apply evenly to applications for funding. Only applicants in Alaska, Hawaii, or a United States territory that must set aside additional travel funds (see pages 18-19) may exceed the following limits:

<i>Type of application</i>	<i>Budget period</i>	<i>Year 1 - Planning</i>	<i>Travel/TA funds</i>	<i>Operational budget</i>	<i>Total budget</i>
Development	36 mo.	\$50,000	\$50,000	\$300,000	\$400,000
Continuation—One site	36 mo.	N/A	\$10,000	\$340,000	\$350,000
Continuation—Two sites	36 mo.	N/A	\$10,000	\$490,000	\$500,000
Continuation—Three sites	36 mo.	N/A	\$10,000	\$640,000	\$650,000

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:

- 1) Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- 2) Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs;
- 3) Provide the basis for the computation of all project-related costs;
- 4) Include fair compensation for project partners for project related activities;
- 5) Allocate sufficient funds to support mandatory OVW training and technical assistance (\$50,000 for development projects or \$10,000 for continuation projects, or \$60,000 and \$20,000, respectively, for applicants in Alaska, Hawaii, and the United States territories);
- 6) Reflect 36 months of project activity; and
- 7) **Only if submitting a development application:** Applications for development projects must limit the first 12 months to planning phase activities. The proposed budget for planning phase activities (excluding OVW training and technical assistance) must not exceed **\$50,000**.

Food and Beverage/Costs for Refreshments and Meals

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

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments;

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

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

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

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

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

Training and Technical Assistance

All applicants are required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers.

- *Development Projects*

All development applicants are required to allocate funds in the amount of **\$50,000** (applicants from Alaska, Hawaii, and U.S. territories should allocate **\$60,000** to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers.

- *Continuation Projects*

All continuation applicants **are required** to allocate funds in the amount of **\$10,000 for continuation projects** (continuation applicants from Alaska, Hawaii, and U.S. Territories should allocate **\$20,000** to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers.

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU) or Letters of Intent to Collaborate (20 points total)

For purposes of this application, the MOU is a document containing the terms of the partnership, and the roles and responsibilities between two or more parties. The MOU should be a single document and it should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application. (Applicants for development projects may submit Letters of Intent to Collaborate, from each collaborating partner, in lieu of an MOU.).

The MOU must:

- Demonstrate that the applicant has consulted and coordinated in a meaningful way with a state, tribal, or local court system and a non-profit, nongovernmental domestic violence and/or sexual assault victim services organization;
- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each partner will 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, and training).

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

Applicants for development projects may submit Letters of Intent to Collaborate in lieu of an MOU. A signed and dated Letter of Intent to Collaborate must be submitted from each collaborative partner. Each Letter of Intent to Collaborate must:

- Identify the agency/organization and provide a brief history of the collaborative relationship with the other project partners;
- Specify the extent of the partner's participation in developing the application;
- Identify the representative of the agency/organization who will participate in project planning and development;
- Demonstrate a commitment to participate in the planning and development process;
- Demonstrate a willingness to participate in OVW technical assistance trainings and events; and
- Indicate approval of the proposed project budget.

Note: If an applicant for a development project submits both an MOU and Letters of Intent to Collaborate, only the MOU will be scored. Letters of support will not be considered in lieu of letters of intent to collaborate.

Certification of Minimum Requirements (for development applicants only) (required but not scored)

Development applicants must submit a letter signed by the Authorizing Official, certifying that the project will meet the statutory minimum requirements (see Minimum Requirements on page 7).

The letter should state that the applicant will: a) demonstrate expertise in the area of family violence, including domestic violence; b) ensure that any fees charged to individuals for use of programs and services are based on the income of those individuals, unless otherwise provided by court order; c) demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, are in place for the operation of supervised visitation programs and services or safe visitation exchange; and d) prescribe standards by which supervised visitation or safe visitation exchange will occur.

Additional Required Information

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

Proposal Abstract

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

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

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

Letter of Nonsupplanting

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

Financial Accounting Practices

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

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

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at http://www.ojp.gov/funding/forms/financial_capability.pdf.

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 Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Selection Criteria

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

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

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

Review Process

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

Performance Measures

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

Past Performance Review

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

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;

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

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

Other Requirements

Federal Financial Guidelines and Reporting Requirements

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

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OVW 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.

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act

- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW 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. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

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

Application Document	Page Reference	Completed?
1. Summary Data Sheet	12-13	
Summary of Current OVW Projects	13	
2. Project Narrative	13	
Purpose of Application	13	
What Will be Done	13-15	
Who Will Implement	15-16	
Sustainability Plan	16	
Internal and External Policies and Procedures (continuation applications only; separate attachments)	14-15	
Description of Existing Visitation and Exchange Center(s) (continuation applications only; separate attachment)	15	
3. Budget and Budget Narrative	16-18	
4. MOU or Letters of Intent to Collaborate	19-20	
5. Proposal Abstract	20	
6. Certification of Minimum Requirements (for development applications only)	20	
7. Application for Federal Assistance: SF 424	20	
8. Standard Assurances and Certifications	21	
9. Letter of Nonsupplanting	21	
10. Financial Accounting Practices	21	
11. Indirect Cost Rate Agreement (only if applicable and if the applicant has a current federally-approved rate)	22	
**Resolution from constituent tribal governments, if applicant is representing a consortium of tribal governments	5 (footnote)	