



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

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# OVW Fiscal Year 2013 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," page 5)

## Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 20, 2013.  
(See "Deadlines: Application," page 4)

**Registration:** To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with Grants.gov well in advance of the application deadline.

(See "Deadlines: Registration," page 4)

**Letters of Intent:** To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted by email to [OVW.SupervisedVisitation@usdoj.gov](mailto:OVW.SupervisedVisitation@usdoj.gov) by March 13, 2013. Please note that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply.

(See "Deadlines: Letter of Intent," page 4)

## Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 305-2093.

In Fiscal Year 2013, 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-2013-3405

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2013.

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# **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.

## **About the OVW Safe Havens: Supervised Visitation and Safe Exchange Grant 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. Research has shown that the risk of violence is often greater for victims of domestic violence and their children after separation from an abusive situation.<sup>1</sup> 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.

For additional information on the Supervised Visitation Program, including what past grantees have accomplished with their grant funds and to view the program's performance measures, see <http://muskie.usm.maine.edu/vawamei/safehavensmain.htm>.

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<sup>1</sup> 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

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on March 20, 2013**. Applications submitted after **11:59 p.m. E.T. on March 20, 2013** will **not** be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Unforeseen Technical Issues section on page 12 of this solicitation.

**Failure to begin the registration or application submission process in sufficient time is not a suitable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to submit applications. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least a minimum six hours before the deadline.**

**Note:** For applicants without Internet access, who cannot submit an application electronically, please call (202) 305-2093 no later than March 6, 2013 to request permission to submit an application by alternative means.

### Registration

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

A new Fiscal Year (FY) 2013 requirement for registering with Grants.gov is that your organization must register with the System for Award Management (SAM). Please note that applicants formerly used the Central Contractor Registration (CCR) database for this purpose. SAM is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be registered and current with the SAM registration and with Grants.gov prior to submitting an application. Applicants should begin the process immediately to meet the Grants.gov registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by March 6, 2013 to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and Grants.gov, please see the How to Apply section on page 10.

### Letter of Intent

If you intend to apply for FY 2013 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](mailto:OVW.SupervisedVisitation@usdoj.gov) by March 13, 2013. **This letter will not obligate you to submit an application.** You may submit an application for funding even if you do not submit a letter of intent.

## Eligibility

It is important that you review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### Eligible Entities

Eligible entities for this program are:

- States
- Indian tribal governments<sup>2</sup>
- Units of local government

#### *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

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<sup>2</sup> 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.

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 requirements:

#### 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;<sup>3</sup>
- 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;<sup>4</sup> and
- Prescribe standards by which supervised visitation or safe visitation exchange will occur.

#### Certification of Minimum Requirements

Development applicants **must** submit a letter signed by the Authorizing Official, certifying that the project will meet the statutory minimum requirements. See above and page 23 of this solicitation for more information.

### **Types of Applicants**

In FY 2013, 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 previous years. Continuation applicants are: 1) applicants that received 36 months of funding in FY 2010; and 2) applicants with current awards that expire on or after March 20, 2013. Applicants that were funded in FY 2011 or FY 2012 are not eligible to apply for FY 2013 funding.

- *Development Projects*

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<sup>3</sup> Although the statute allows for sliding scale fees, grantees of the OVW Supervised Visitation Program are not allowed to charge fees to parents served with OVW funds, to ensure accessibility of OVW funded services.

<sup>4</sup> 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.

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. Communities selected for development projects (including those with an established visitation center) will work with OVW and Supervised Visitation Program technical assistance providers to develop 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:

- Funding a coordinator for the grant project;
- Participating in technical assistance events;
- Coordinating and conducting planning meetings;
- Establishing an advisory/consulting committee;
- Identifying a site for the visitation center that provides adequate safety and/or making modifications to an existing site to ensure safety; and
- Developing visitation center policies and protocols.

2) Implementation Phase: Upon successful completion of the planning phase, grantees begin providing supervised visitation and exchange services. During this phase, grantees will continue to work with OVW and technical assistance providers to implement their project.

- *Continuation Projects*

Applicants with awards expiring on or after March 20, 2013 (but not applicants who received funding in FY 2011 or FY 2012) are eligible to apply for funding to continue and/or enhance their existing visitation and exchange programs. Applications for multi-jurisdictional<sup>5</sup> 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 that receive an award are bound by the provisions of this solicitation, the OVW Financial Guide and any updates to the Guide, and any conditions of the recipient's award.

Awards will be made as cooperative agreements. OVW will play a substantial role in shaping and monitoring the project.

### Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the Supervised Visitation Program were no longer available.

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<sup>5</sup> 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



### **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 2013 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.

## **Program Scope**

Activities supported by the Supervised Visitation Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, and the conditions of the recipient's award.

### **Purpose Areas**

In FY 2013, funds under the Supervised Visitation Program may be used for the following purposes:

- 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.

### **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;<sup>6</sup>
- 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;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Requiring adult victims to participate in mediation or family counseling;<sup>7</sup>
- Providing visitation or exchange services that do not account for the safety of adult victims;
- Requiring a court order to access visitation and/or exchange services;
- Charging fees to either parent for OVW-funded supervised visitation and 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 may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

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<sup>6</sup> 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, 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. To date, OVW has declined to issue a definitive list of underserved culturally specific populations, because we believe that these populations vary by state and community. In implementing the Culturally and Linguistically Specific Services Program, a discretionary OVW grant program that funds culturally specific services for underserved communities, OVW has funded organizations serving the African American, Latino/Hispanic, Native American/Alaska Native, Asian/Pacific Islander, Arab, Deaf and hard of hearing, lesbian, gay bisexual and transgender (LGBT), and Orthodox Jewish communities.

<sup>7</sup> 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.

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process.

Applications that are determined to be substantially outside the scope of the 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 funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>);
- Therapeutic visitation;
- Parent education/batterer intervention programs;
- Individual, group, and family counseling;
- Telephone and/or virtual (e.g., Skype) monitoring; and
- Supervised visitation and exchange services unrelated to domestic violence, sexual assault, dating violence, or stalking.

### **Unallowable Activities**

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

- Lobbying
- Fundraising
- Purchase of real property
- Construction

### **Physical Modifications to Buildings**

Supervised Visitation Program grantees, in collaboration with OVW and OVW technical assistance providers, might determine that physical modifications are necessary to ensure that a visitation center provides adequate safety and security. In order for OVW funds to be used for such renovations, they must be minor and must not change the size or basic purpose of the facility being used. All grantees planning such renovations, whether OVW funds are to be used or not, must undergo an assessment to determine if the physical modifications are compliant with the National Environmental Policy Act (NEPA) and related laws to which all grantees must adhere.

## **How to Apply**

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

### **Application Registration Requirements**

It is important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for

funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via Grants.gov according to the instructions. Applicants are encouraged to submit their applications well in advance (a minimum of six hours) of the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

#### System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

*Step 1:* Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

*Step 2:* Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

*Step 3:* Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Once your SAM registration becomes active, you will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

#### Grants.Gov

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

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

For guidance on using the Grants.gov system, please go to the following page [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp) which includes Frequently Asked Questions

and User Guides that will assist you with using Grants.gov. We strongly recommend reviewing the Grants.gov guidance since that will be the most up-to-date information related to Grants.gov.

### **Applicants without Internet Access**

For applicants without Internet access, who cannot submit an application electronically, please call (202) 305-2093 no later than March 6, 2013 request permission to submit an application by alternative means.

### **OVW Policy on Late Submissions**

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed.

### **Unforeseen Technical Issues**

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, seven days a week, except closed for federal holidays.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- Contact the Supervised Visitation Program at (202) 305-2093 or at [OVW.SupervisedVisitation@usdoj.gov](mailto:OVW.SupervisedVisitation@usdoj.gov) prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- Contact the technical support number above prior to deadline.

**Within 24 hours after the deadline** you must again contact the Supervised Visitation Program at (202) 305-2093 or at [OVW.SupervisedVisitation@usdoj.gov](mailto:OVW.SupervisedVisitation@usdoj.gov) 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 register or update information on the SAM website; (3) failure to follow Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

### **Extraordinary Natural or Manmade Disasters**

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

## Application Contents

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

### 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 the Application Contents section of this solicitation.

### Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address any of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU) or Letters of Intent to Collaborate
4. Certification of Minimum Requirements (development applicants only; see page 23)

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

### Summary Data Sheet (5 points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative of the applicant agency (see page 23 for the definition of authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.

- Statement as to whether the agency applying has expended \$500,000 in federal funds in the applicant's past fiscal year. Please specify the end date of the applicant's fiscal year.
- A list of other federal grant programs from which the applicant currently receives funding or two which it has applied in Federal Fiscal Year 2013 to do similar work.
- 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.
- The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - Stalking.
- Summary of current and recent OVW projects (if applicable)
  - If the state, tribal, or local unit of government applying for this award 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 all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
    - Provide justification for remaining funds.
    - Estimate the amount of grant funds that will be remaining at the end of the current project period.
    - List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants who have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2013.

**Project Narrative (60 points total)**

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

Purpose of Application (10 points)

This section must include:

- A description, based on current demographic information, of the target community(ies), including location(s) and target population(s);
- A description of the need for supervised visitation and safe exchange services in the target community; and
- A description of current services and gaps.

#### What Will Be Done (35 points)

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

#### ***Development and Continuation Projects***

Applications for development and continuation projects must describe how their projects will:

- Establish and/or enhance supervised visitation and safe exchange services that align to the Guiding Principles of the Supervised Visitation Program, which can be downloaded at <http://www.ovw.usdoj.gov/docs/guiding-principles032608.pdf>;
- Address the minimum requirements of the Supervised Visitation Program;
- Fill an identified gap in services;
- Demonstrate a knowledge and understanding of the safety needs of victims of domestic violence and a commitment to addressing those needs in a supervised visitation setting;
- Identify barriers to accessing visitation and exchange services, and ensure that eligible families—particularly those from underserved populations—will have access to supervised visitation and exchange services;
- Demonstrate sound development and thoughtful innovation; and
- Achieve project goals, objectives, and activities (including training for staff) according to a timeline provided by the applicant in this section.

#### ***Development Projects***

In addition to the requirements above, development applicants must:

- Describe the issues that will be addressed during the planning process;
- State if the community has an existing (i.e., currently in operation) visitation center that it intends to supplement with OVW funding; and
- ***If the applicant has an existing visitation center it intends to supplement with OVW funding***, describe the center's:
  - Current scope of services;
  - Current and proposed service capacity;
  - Anticipated percentage of the center's supervised visitation and exchange services to be funded by OVW during the implementation phase;<sup>8</sup>
  - Current program security; and
  - Current practices that account for domestic violence.

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<sup>8</sup> Example: If a currently operating center expects to serve 100 families during the implementation phase and estimates that 55 of those families will be served under the cooperative agreement, then the applicant should state that it anticipates serving 55 percent of its clients using OVW funds.



### **Continuation Projects**

Applications for continuation projects must demonstrate that the existing center is operating in alignment with the Guiding Principles of the Supervised Visitation Program, and services have been specifically tailored to meet the safety needs of victims of domestic violence, sexual assault, dating violence, stalking, and child abuse. Continuation applicants should describe 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. They should also describe current mechanisms for referral to the center and specific activities of each collaborative partner.

Additionally, continuation applicants should submit a separate detailed 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 from the Project Narrative, and it does not count against the 20-page limit; however, it will be scored as part of the What Will Be Done section.*** The description should include information on the following program specifications:

- Scope of proposed visitation and/or exchange services;
- 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;
- Information on the number of families served *using OVW funds*, each month, during the current project period;
- The percentage of the center(s) supervised visitation and exchange services that are funded by OVW;<sup>9</sup>
- Available services to meet the needs of underserved populations;
- Demographics of families to be served by the project;
- Hours of operation;
- Program security;
- Record keeping and confidentiality;
- Referral process;
- Intake procedures;
- Fee protocols;
- Information regarding center staff (i.e. number of staff, job titles and qualifications);
- Training requirements for staff and volunteers; and
- Composition and role of existing or proposed Consulting Committee (see description of Consulting Committee on page 17).

### Who Will Implement the Project (15 points)

This section must include information about the applicant, mandatory partners, and the consulting committee. In this section, the applicant must:

- Describe the qualifications and project roles of partners and staff who will be involved with the project; and
- Demonstrate that partners and staff have the capacity to address the stated need and implement the project activities.

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<sup>9</sup> Example: If a center has served 100 families over the course of the project and 55 of those families were served under the OVW cooperative agreement, then the applicant should state that 55 percent of its clients are served using OVW funds.

Requirements for the applicant, mandatory partners, and consulting committee are described below.

### *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.

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary of the proposed project, including who will be involved with the project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will

be affected by the proposed project. Please do not summarize past accomplishments in this section.

**Budget Detail Worksheet and Narrative (15 points)**

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

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 Amount

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 page 21) 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	\$40,000	\$310,000	<b>\$400,000</b>
Continuation—One site	36 mo.	N/A	\$10,000	\$340,000	<b>\$350,000</b>
Continuation—Two sites	36 mo.	N/A	\$10,000	\$490,000	<b>\$500,000</b>
Continuation—Three sites	36 mo.	N/A	\$10,000	\$640,000	<b>\$650,000</b>

Budget Requirements

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

Only the STOP Violence Against Women Formula Grant Program requires matching funds. However, applicants to other programs are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding or Letters of Intent to Collaborate. Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as

comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in Appendix A. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

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;
- 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 (\$40,000 for development projects or \$10,000 for continuation projects, or \$50,000 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**.

#### Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. 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.

#### Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are not allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

- 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 a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

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

Cooperative agreement recipients must seek approval of these costs through the conference approval process. Approval of the budget is not an approval of food and beverage expenditures. For cooperative agreement recipients, food and beverage is not allowed until a conference request approval form has been submitted and approved by OVW.

#### Conference Planning and Expenditure Limitations

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

- Cost of logistical conference planning
- Cost of programmatic conference planning
- Conference space and audio-visual equipment and services
- Prohibition on trinkets at conferences
- Entertainment at conferences
- Food and beverages at conferences
- Prior approval required before entering into contracts or expending funds for conferences
- Conference reporting

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

<http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

#### 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. Applicants from Alaska, Hawaii, and United States territories should allocate a higher amount to account for higher travel costs. These applicants may exceed the budget caps to account for this increased travel amount. Required travel allocations are as follows:

	Applicants in the contiguous United States	Applicants in Alaska, Hawaii, and U.S. territories
Development	\$40,000	\$50,000
Continuation	\$10,000	\$20,000

The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above. Applicants for development projects can refer to page 39 for a sample travel/technical assistance budget.

Please note these funds can only be used for OVW designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant funded as long as that person's roles and responsibilities are linked to the project's overall mission.

#### Program Evaluations

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

#### Accommodations and Language Access

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

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

#### **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 should be signed and dated by the Authorized Representative (see page 23 for the definition of the authorized representative) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party. (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 nonprofit, 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 6).

The letter must 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.

### **Application for Federal Assistance (SF-424)**

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of federal funding requested in box 15 of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. The Authorized Representative is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process.

### **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](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](mailto: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](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 <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. 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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review.

## **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.

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

OVW reserves the right to deduct points for applications that are partially out of scope, including 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.

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

### **Review Process**

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

### **Past Performance Review**

In addition to the review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed any one of the following, up to 25 points may be deducted from the application.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, that demonstrates the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Demonstration that past activities supported with OVW funds have not included activities that may compromise victim safety and recovery;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Receipt of financial clearances on all current grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

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

### **Compliance with OVW Financial Requirements**

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf> as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

### **High Risk Grantees**

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

## **Post Award Information Requirements**

### **Reporting Requirements**

All OVW grantees receiving awards are required to submit annual and/or semi-annual progress reports and quarterly Federal Financial Reports. Appropriate forms will be provided to all applicants selected for an award.

### **Information for All Federal Award Grantees**

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 FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- 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 SAM 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?
<b>1. Summary Data Sheet</b>	14	
<b>Summary of Current OVW Projects</b>	14	
<b>2. Project Narrative</b>	15	
<b>Purpose of Application</b>	15	
<b>What Will be Done</b>	15	
<b>Description of Existing Visitation and Exchange Center(s) (continuation applications only; separate attachment)</b>	16	
<b>Who Will Implement</b>	17	
<b>3. Budget and Budget Narrative</b>	18	
<b>4. MOU or Letters of Intent to Collaborate</b>	21	
<b>5. Proposal Abstract</b>	18	
<b>6. Certification of Minimum Requirements (<i>for development applications only</i>)</b>	6, 23	
<b>7. Application for Federal Assistance: SF 424</b>	23	
<b>8. Standard Assurances and Certifications</b>	23	
<b>9. Letter of Nonsupplanting</b>	23	
<b>10. Financial Accounting Practices</b>	23	
<b>11. Indirect Cost Rate Agreement (<i>only if applicable and if the applicant has a current federally-approved rate</i>)</b>	24	
<b>**Resolution from constituent Tribal governments, If applicant is representing a consortium of Tribal governments</b>	5 (footnote)	

## **APPENDIX A**

### **Budget Guidance & Sample Budget Detail Worksheet**

## Budget Guidance

*Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.*

### Consultants/Contracts

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

Applicants should follow the same established procurement policies with federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 28 C.F.R. §66.36 (if a state or local government) and 28 C.F.R. §§ 70.40-70.49 (if a non-profit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

### Rent

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

### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 are unallowable. If the applicant agency did not expend \$500,000 or more in federal funds during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

### Indirect Costs

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

### Purchase and/or Lease of Vehicles

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

#### Compensation for Partners

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

#### Non-Federal Contributions

Applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

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

#### Technical Assistance

Applicants applying for a development project must allot a minimum of \$40,000 (\$50,000 for applicants in Alaska, Hawaii, or U.S. territories) across three years to travel to and participate in technical assistance (TA) trainings. On page 39 is a sample TA budget that can be replicated in the applicant's proposed budget or used as guidance.



### Budget Detail Worksheet

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

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

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

Name/Position	Computation	Cost
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribes Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL: \$212,700**

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**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.

Name/Position	Computation	Cost
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Workmen's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Workmen's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Workmen's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$32,481</b>
		<b>TOTAL PERSONNEL AND FRINGE BENEFITS: <u>\$245,181</u></b>

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

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X 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.

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$6,000
Training and Technical Assistance		Lodging	\$ 100 (avg.) x 3 nights x 3 people x 4 trips	\$3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$2,400

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

**TOTAL TRAVEL: \$12,000**

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

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

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

**TOTAL EQUIPMENT: \$1,500**

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

Supply Items	Computation	Cost
Office Supplies (paper, computer discs, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$9,075**

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

Purpose	Description of Work	Cost
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**TOTAL CONSTRUCTION: \$0**

**G. Consultants/Contracts** - Indicate whether applicant-s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	\$450/day x 3 days	\$ 1,350
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	

\$36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

**Subtotal Consultant Fees: \$37,350**

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

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 2 people x 4 trips	\$4,000
		Lodging	\$ 100 (avg.) x 3 nights x 2 people x 4 trips	\$2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$1,200
<b>Subtotal OVW-Mandated Training:</b>				<b>\$7,600</b>
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$500
	Local Hotel	Lodging	\$50(avg.)/night x 2 nights	\$100
	Local Area	Per diem	\$35(avg.)/day x 3 days	\$105
<b>Sub-total Sexual Assault Training:</b>				<b>\$705</b>
<b>Subtotal Consultant Travel: <u>\$8,305</u></b>				

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Computation	Cost
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
GSA Vehicle Lease	\$300/month x 36 months	\$10,800

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the tribe's shelter, court, and other agencies and resources. After doing a comparison, the tribe has concluded that it would be more cost-effective to lease a vehicle than to purchase a vehicle for this purpose.

**Subtotal \$13,500**

**TOTAL CONTRACTS AND CONSULTANTS: \$59,155**

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

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

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

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

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

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

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

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

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

**TOTAL OTHER COSTS: \$84,900**

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**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.

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

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2009. (A copy of the fully executed, negotiated agreement is attached).

**TOTAL INDIRECT COSTS: \$28,183**

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

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$32,481
C. Travel	\$12,000
D. Equipment	\$1,500
E. Supplies	\$9,075
F. Construction	\$0
G. Consultants and Contracts	\$59,155
H. Other Costs	\$84,900
Total Direct Costs	\$411,811
I. Indirect Costs	\$28,183
<b>TOTAL PROJECT COSTS</b>	<b>\$439,994</b>
Federal Share Requested	\$439,994
Non-Federal (Match) Amount	\$0

## Sample Travel and Technical Assistance Budget For DEVELOPMENT Applicants

Applicants applying for a development project must allot a minimum of \$40,000 (\$50,000 for applicants in Alaska, Hawaii, or U.S. territories) across three years to travel to and participate in technical assistance (TA) trainings. Below is a sample TA budget that can be replicated in the applicant's proposed budget or used as guidance. This budget is intended for planning purposes only—all costs must be compliant with the OVW Financial Guide.

The budget on the left-hand side can be inserted into Category C – Travel, for the Project Coordinator to travel to technical assistance meetings. The budget on the right-hand side can be inserted into Category G – Consultants and Contracts for staff from partner agencies to travel to technical assistance meetings.

Travel					Consultants/Contracts Travel				
Purpose of Travel	Location	Item	Computation	Cost	Purpose of Travel	Location	Item	Computation	Cost
Year 1 Grantee Orientation and Policy and Procedures Meetings	TBD	Airfare	\$800 x 1 person x 2 trips	\$1,600	Year 1 Grantee Orientation and Policy and Procedures Meetings	TBD	Airfare	\$800 x 3 people x 2 trips	\$4,800
		Lodging	\$224 x 3 nights x 1 person x 2 trips	\$1,344			Lodging	\$224 x 3 nights x 3 people x 2 trips	\$4,032
		Local transportation	\$108 x 1 person x 2 trips	\$216			Local transportation	\$108 x 3 people x 2 trips	\$648
		Per diem	\$71 x 1 person x 3 days x 2 trips	\$426			Per diem	\$71 x 3 people x 3 days x 2 trips	\$1,278
Subtotal				\$3,586	Subtotal				\$10,758
Year 2 Envisioning Solutions Training	TBD	Airfare	\$800 x 2 people x 1 trip	\$1,600	Year 2 Envisioning Solutions Training	TBD	Airfare	\$800 x 2 people x 1 trip	\$1,600
		Lodging	\$224 x 3 nights x 2 people x 1 trip	\$1,344			Lodging	\$224 x 3 nights x 2 people x 1 trip	\$1,344
		Local transportation	\$108 x 2 people x 1 trip	\$216			Local transportation	\$108 x 2 people x 1 trip	\$216
		Per diem	\$71 x 2 people x 3 days x 1 trip	\$426			Per diem	\$71 x 2 people x 3 days x 1 trip	\$426
Subtotal				\$3,586	Subtotal				\$3,586
Additional training/TA event	TBD	Airfare	\$600 x 1 person x 1 trip	\$600	Year 3 SV Immersion Training and National Institute on Fathering After Domestic Violence	TBD	Airfare	\$800 x 3 people x 2 trips	\$4,800
		Lodging	\$77 x 2 nights x 1 person x 1 trip	\$154			Lodging	\$224 x 3 nights x 3 people x 2 trips	\$4,032
		Local transportation	\$90 x 1 person x 1 trip	\$90			Local transportation	\$108 x 3 people x 2 trips	\$648
		Per diem	\$46 x 1 person x 2 days x 1 trip	\$92			Per diem	\$71 x 3 people x 3 days x 2 trips	\$1,278
Subtotal				\$936	Subtotal				\$10,758
Local or state training (with OVW approval)	TBD	Mileage	\$0.55 x 2 people x 245 miles x 1 trip	\$270	Additional training/TA event	TBD	Airfare	\$600 x 2 people x 1 trip	\$1,200
		Lodging	\$77 x 1 night x 2 people x 1 trip	\$154			Lodging	\$77 x 2 nights x 2 people x 1 trip	\$308
		Per diem	\$46 x 2 people x 2 half-days x 1 trip	\$184			Local transportation	\$90 x 2 people x 1 trip	\$180
Subtotal				\$608			Per diem	\$46 x 2 people x 2 days x 1 trip	\$184
Grantee-hosted on-site consultatn or training (with OVW approval, and (consultant fees will be paid in accordance with the regulations outlined in the OVW Financial Guide)	TBD	Consultant /facilitator	\$590 x 2 days	\$1,180	Subtotal				\$1,872
		Consultant /facilitator	\$370 x 2.5 days	\$925	Local or state training (with OVW approval)	TBD	Mileage	\$0.55 x 2 people x 245 miles x 1 trip	\$270
		Airfare for consultants	\$500 x 2 people	\$1,000			Lodging	\$77 x 1 night x 2 people x 1 trip	\$154
		Per diem for consultants	\$56 x 2 people x 2 days	\$224			Per diem	\$46 x 2 people x 2 half-days x 1 trip	\$184
		Lodging for consultants	\$94 times 2 people x 2 nights	\$376			Subtotal		
Subtotal				\$3,705	Total - Consultant Travel				\$27,582
<b>Total - Travel</b>				<b>\$12,421</b>					