



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation Program) . This program furthers the Department of Justice’s mission by providing an opportunity for communities to support supervised visitation and safe exchange of children in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking.

OVW FY 2009

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 4)

Deadline

Letters of intent to apply should be submitted by **February 5, 2009**.
All applicants should register online with Grants.gov by **February 5, 2009**.
All applications are due by 8:00 p.m. e.t. on **February 19, 2009**.
(See “Deadline For Applications,” page 4)

Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2009-2014.

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OVW Safe Havens: Supervised Visitation and Safe Exchange Grant Program

(CFDA 16.527)

Overview

About the Office on Violence Against Women

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 against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

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

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

Deadline: Letter of Intent

All applicants who intend to apply for Federal Fiscal Year 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **February 5, 2009**. Applicants may send the letter to OVW at OVW.SupervisedVisitation@usdoj.gov. For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The Grants.gov registration deadline is **February 5, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user

¹ Jaffe, P.G., "Children of Domestic Violence: Special Challenges in Custody and Visitation Dispute Resolution." In J. Carter, C. Heisler, & M. Runner (Eds.), *Domestic Violence and Children: Resolving Custody and Visitation Disputes, A National Judicial Curriculum* (San Francisco: Family Violence Prevention Fund), pp. 22-30.

password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to www.Grants.gov. **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on February 19, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **February 19, 2009**. See page 10 for further instructions on this.

Eligibility

It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.

By statute, eligible entities for this program are:

- **states²**
- **Indian tribal governments**
- **units of local governments**

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

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 States³. 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

² 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 Northern Mariana Islands.

³ As defined in 42 U.S.C. § 3791, "unit of local government" also includes any law enforcement district or judicial enforcement district that is established under applicable state law and has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.

meet the “unit of local government” definition under 42 U.S.C. § 3791 (see footnote 3 on previous page). 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.

Indian Tribe

For the purposes of this Program, **Indian tribe** 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)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

NOTE: By statute, nongovernmental entities are not eligible to receive grants under the Safe Havens program, but states, tribal governments, and units of local government are encouraged to collaborate with faith-based and community organizations.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

OVW Safe Havens: Supervised Visitation and Safe Exchange Grant Program—Specific Information

Types of Applicants

In Federal Fiscal Year 2009, 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; 2) former Supervised Visitation Program grantees whose grant awards have expired; and 3) current grantees with grant awards that expire before February 19, 2009.

Continuation applicants are: 1) current grantees that received 24 months of funding in Federal Fiscal Year 2007; or 2) current grantees with grant awards that expire after February 19, 2009. **Federal Fiscal Year 2008 grantees who received a 24 or 36 month grant award are not eligible to apply for Federal Fiscal Year 2009 Supervised Visitation Program grant funds.**

Development Project

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

- 1) **Planning Phase:** Applicants must allocate a set amount of funds (limited to \$50,000) for the planning phase of the cooperative agreement. Jurisdictions selected as development projects (including communities with established visitation centers) will work with OVW and Supervised Visitation Program technical assistance providers to establish the groundwork for developing a supervised visitation program. Applicants for development funding must set aside a minimum of 12 months for the planning phase. Proposed activities must include, but are not limited to, the following:
 - Participating in site visits and technical assistance events;
 - Funding a project coordinator;
 - Coordinating and conducting planning meetings;
 - Establishing an advisory/consulting committee; and
 - Developing visitation center policies and protocols.

- 2) **Implementation Phase:** Upon successfully completing the planning phase, grantees will begin implementing supervised visitation and exchange services over the remainder of the project period. Funds are limited to \$300,000 for the course of the implementation phase. During this phase, grantees will continue to work with OVW and Supervised Visitation Program technical assistance providers to implement their supervised visitation project.

Applicants applying for a development project are required to set aside \$50,000 of the total budget for OVW training and technical assistance. These funds will be used over the 36 month period of the grant project.

Continuation Projects

Current grantees, with grant awards expiring after February 19, 2009, are eligible to apply for supplemental funds to continue and/or enhance their existing visitation programs. Applications for multi-jurisdictional⁴ projects must demonstrate that each visitation/exchange center involved in the grant project meets the statutory and minimum requirements of the Supervised Visitation Program, as outlined on page 8 of the solicitation.

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.

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

Award Period

The award period for these cooperative agreements will be 36 months. **All 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 project proposed and present a realistic budget that accurately reflects project activities and costs. Supervised Visitation Program funds for Federal Fiscal Year 2009 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;
- Up to \$650,000 for a three-year continuation project with three visitation sites;

Program Scope

The scope of the Supervised Visitation Program is defined by the following statutory considerations and minimum requirements. Applicants must address these considerations and requirements in the Project Narrative section of the application.

Statutory Program Purposes

By statute, 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, dating violence, child abuse, sexual assault, or stalking;
- 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.

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

- Establishing supervised visitation and safe exchange services to meet a demonstrated need;
- Strengthening existing program operations;
- Expanding services at existing centers;
- Establishing statewide training and technical assistance projects;
- Increasing center staff;
- Enhancing security at existing centers; and
- Developing training for center staff and volunteers.

Statutory Considerations

By statute, OVW will take into account the following considerations when awarding cooperative agreements:

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

Minimum Requirements

Under 42 U.S.C. § 10420(c), all applicants for the Supervised Visitation Program must:

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

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Mediation, alternative dispute resolution, or family counseling as a response to domestic violence, dating violence, sexual assault, or stalking;
- Requiring the defendant to participate in supervised visitation or monitored exchange as a condition of parole or probation;
- Provision of services on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree; and
- Providing supervised visitation and monitored exchange services which do not account for the safety of adult victims and their children.

Unallowable Activities

Funds under the Supervised Visitation Program may not be used for any unauthorized purposes, including but not limited to the following activities:

⁵ The term "underserved populations" includes 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. (42 U.S.C. § 13925(a)(33))

- Lobbying;
- Fundraising;
- Research projects;
- Therapeutic visitation;
- Parent Education/Batterer Intervention Programs;
- Individual, group, and family counseling; and
- Physical modifications to buildings, including minor renovations..

Performance Measures

To assist in fulfilling DOJ’s responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation’s capacity to prevent, solve, and control crime.	<p>1) The number of supervised visitation and exchange centers supported by the program;</p> <p>2) The number of supervised visits between parents and children; and,</p> <p>3) The number of supervised exchanges between parents and children.</p>	<p>This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawam/ei/formhavens.htm for a sample form.</p>

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative – Grants.gov – is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions

Complete instructions can be found at www.Grants.gov. Please note that Grants.gov is not the Office of Justice Programs’ (OJP) Grants Management System (GMS) through which OVW 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 does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. 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".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by February 19, 2009** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Supervised Visitation Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000.**

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.527, titled "Supervised Visitation Program," and the funding opportunity number is OVW-2009-2014].

A DUNS number is required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab . Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Program Narrative (Items D through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.527 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select “other.”

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560) All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

Narrative (Total 65 Points)

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items D through G below) may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official;
- Contact information, including an email address for the project director or primary person to be contacted on matters involving the application;
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2009;

- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount;
- Name, title, address, phone number, and email address for the authorized official;
- Legal name of the applicant and type of agency (i.e., state government, local unit of government, or tribal government);
- The nonprofit, non-governmental victim services program collaborating on this project;
- Name, address, phone number, and fax number for the visitation center(s) involved in the 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); and
- Whether this is a new or continuation application (including the type of continuation project for which the grantee is applying).

B. Abstract/Proposal Summary

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

C. Status of the Current Project

Only applicants for continuation funding need to complete this section.

Applications that do not meet the criteria below may receive a deduction in points.

This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Supervised Visitation Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 19, 2009, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the

current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with Supervised Visitation Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing award from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement; and
- Whether grant funds have been spent in a timely manner.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

Note: applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan; and
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts.

E. What Will Be Done (40 points)

This section should briefly:

Development Project

Applicants should submit a statement describing how the proposed project would assist the jurisdiction(s) in addressing the identified need, the issues to be addressed during the planning process, and the expected project activities. Applicants for development

projects should provide detailed information on the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each goal and objective, and include a timeline that identifies when those activities will be accomplished. **Applicants should also include a letter certifying that the development project will meet the statutory and minimum requirements of the grant program (see Minimum Requirements on page 8) as project activities are implemented.**

Continuation Project

Applicants should submit a statement describing how the proposed project would assist the jurisdiction(s) in addressing the identified need. Applicants should also provide detailed information on the project goals and objectives, mechanisms for referrals to the visitation and exchange center, a description of the specific tasks and activities of each collaborative partner, and include a timeline that identifies when the project activities will be accomplished. In addition, existing programs must include a description of services currently offered and a statement as to how these services will be enhanced by the proposed project.

In addition to the above criteria, the “What Will be Done” section will also be scored on the following:

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

Program Specifications

Continuation applicants should submit a detailed description of the proposed visitation and exchange center(s) to be funded under the grant project. This description should include information on the following program specifications:

- Scope of proposed visitation and/or exchange services;
- The number of families to be served by the project;
- 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;
- Center staff;
- Job descriptions and resumes for key staff (this information should be appended to the application);
- Training requirements for staff and volunteers; and
- Composition and role of the existing or proposed advisory committee (see description of Consulting/Advisory Committee on page 20).

Applications must demonstrate that center operating policies are in compliance with the Guiding Principals of the Supervised Visitation Program and have been specifically tailored to meet the unique safety needs and concerns of victims of domestic violence, dating violence, child abuse, sexual assault, and stalking. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a copy of the Guiding Principals.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

F. Who Will Implement the Project (10 points)

All applicants **are required** to enter into a formal collaboration with state or local courts and nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim service organizations 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.

In addition, all applicants must identify an individual to serve as the coordinator for the grant project. The project coordinator will be responsible for coordinating the financial and programmatic aspects of the grant 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 grant project is developed and implemented in compliance with the statutory and mandatory requirements of the Supervised Visitation Grant Program. The person selected for this position should be an employee of the applicant agency; i.e. the government or tribal organization. Applicants should ensure that the project budget includes sufficient funds to cover salary and travel for this position.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources; and
- Avoid activities that compromise victim safety.

In developing an application for the Supervised Visitation Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to domestic violence, dating violence, sexual assault, and stalking, the participation of nonprofit nongovernmental domestic violence, dating violence, sexual assault, or stalking programs, whether faith-based or community organizations, is required in development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental and victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on state, tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

G. Sustainability Plan (5 points)

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

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

Budget Detail Worksheet and Narrative (Total 15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

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

Budget Caps

The following award limits are firm and apply even to applications for continuation funding. Under no circumstances should the proposed budget exceed the following limits:

	New/Development Three year projects (36 months)	Continuation Three year projects (36 months)
Single Site	\$400,000	\$350,000
Two Sites	\$400,000	\$500,000
Three Sites	\$400,000	\$650,000

OVW has the discretion to make 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.

Budget Requirements

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% 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 victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

- A contribution of non-Federal dollars (“match”) is not required for this program, but 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; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$50,000 for development projects and \$20,000 for continuation projects to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “*Travel*” category; if the attendee is a partner of the applicant, the amount should be included in the “*Consultants/Contracts*” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include 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 funds for registration fees. These funds are to be used **only** 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 partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at http://www.ojp.usdoj.gov/training/fmts_general.htm.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with a state or local court **and** a nonprofit, nongovernmental

domestic violence or sexual assault victim services organization. OVW requires this to be done by the submission of an MOU. Applicants for development projects may submit Letters of Intent to collaborate, from each collaborating partner, in lieu of an MOU.

The partnering non-profit, non-governmental domestic violence and/or sexual assault victim services program should meet all of the following criteria:

- Provides services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes;
- Reflects an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion;
- Addresses a demonstrated need in their communities by providing services that promote the integrity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Does not engage in activities that compromise victim safety.

All continuation applicants must include, as an attachment, a current (i.e., a single document, signed and dated during the development of the proposal) MOU created and signed by the chief executive officer(s) and/or director(s) of all relevant agencies participating in the project's development or implementation, such as the unit of government; the visitation center; the courts; nonprofit, nongovernmental domestic violence victim organizations; and other faith based and community agencies/ organizations (i.e., law enforcement, prosecutors, and probation) that will collaborate to implement the proposed project. Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners. Letters of Support or Letters of Intent to Collaborate may not be submitted in lieu of an MOU for continuation projects.

The MOU must do the following:

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

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 9.

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

Letters Intent to Collaborate (for development projects) (Total 20 points)

Applicants for development projects may submit Letters of Intent to Collaborate in lieu of an MOU. A signed 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's that 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.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, 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/applicants.htm> for a sample letter.

Indirect Cost Rate Agreement

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Additional Program Requirements

Technical Assistance

Successful applicants are required to work collaboratively with staff from OVW and OVW-designated technical assistance providers. Grantees will be asked to identify advocates from local domestic violence or sexual assault victim services programs, law enforcement officers, prosecutors, judges, and other representatives from the community to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds, \$50,000 for development projects and \$20,000 for continuation projects, in the application budget to support travel cost associated with these activities.

Consulting Committee

Visitation programs that serve families with a history of domestic violence, dating violence, child abuse, sexual assault, and stalking 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. Applicants are required to establish a consulting committee, which includes experts in the following fields: child abuse and neglect, mental health, substance abuse,

counseling, batterers' intervention, law enforcement, child protection services, and advocacy for victims of domestic violence and sexual assault. In addition, grantees serving underserved and diverse communities should include experts who are knowledgeable on domestic violence, dating violence, child abuse, sexual assault and/or stalking within these communities on the consulting committee. All mandatory MOU partners should also serve as members of this committee.

Selection Criteria

A. Purpose of the Application (10 points)

- The impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking in the jurisdiction;
- The need or continued need for the project;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and stalking and how the proposed project will address their needs; and
- Current services and gaps in available services; and

B. What Will be Done (40 points)

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which the application clearly demonstrates the ability to develop and/or implement (or continue to implement) a program to increase supervised visitation and exchange options for families with a history of domestic violence, dating violence, child abuse, sexual assault, or stalking;
- The extent to which the application addresses the minimum requirements of the Supervised Visitation Program;
- The extent to which the proposed project activities reflect sound development and thoughtful innovation;
- The extent to which the application clearly describes project implementation, organization and staff capability, the project components, and the general timeline; and
- The extent to which the application demonstrates that the program specifications and operating policies and protocols for the proposed visitation center(s) are in compliance with the Guiding Principles of the Supervised Visitation Program (**for continuation projects only**).

C. Who Will Implement the Project (10 points)

- The extent to which all agency(ies) or office(s) responsible for partnering to carrying out the project are identified and how the partnership would function throughout project is detailed;

- The extent to which the application demonstrates a strong, meaningful commitment to collaborate to develop and/or implement the project;
- The extent to which the application demonstrates that the partnership is engaged in a working collaboration, or is in the process of developing such a relationship;
- The extent to which the expertise or experience of all key staff are detailed;
- The extent to which the application demonstrates collaboration with a state or local court system;
- The extent to which the application demonstrates collaboration with a nonprofit, nongovernmental organization (community and/or Faith-based) serving victims of domestic violence and/or sexual assault; and
- The extent to which the proposal clearly specifies the roles and responsibilities for *all* project partners.

D. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term.

E. Budget (15 points)

- The extent to which the budget is reasonable and within established limits;
- The application includes a detailed budget and budget narrative;
- The extent to which the application clearly links the proposed activities and proposed budget items;
- The extent to which all project partners are fairly compensated for project related activities;
- The application allocates sufficient funds to support mandatory OVW training and technical assistance (\$50,000 for development projects or \$20,000 for continuation projects); and
- The budget reflects 36 months of project activity and provides basis for the computation of all project-related costs.

F. Memorandum of Understanding (20 points)

- The extent to which the MOU demonstrates a meaningful partnership among the relevant agencies;
- The extent to which the MOU identifies the partners and provides 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;
- The extent to which the MOU identifies the representatives who will be responsible for developing and implementing project activities and describes how they will work together and how they will work with project staff;
- The extent to which the MOU demonstrates a commitment on the part of all partners to work together to achieve stated project goals;
- The extent to which the MOU indicates approval of the proposed project budget by all signing partners;
- The extent to which the MOU describes the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training); and

- The MOU is a single document signed by the appropriate representatives from all of the required partnering agencies.

G. Letters of Intent to Collaborate (20 points) **(Development Applicants only)**

- The extent to which the Letters of Intent to Collaborate demonstrate a meaningful collaboration among the relevant agencies;
- The extent to which the Letters of Intent to Collaborate identify the project partners and provide a brief history of the collaborative relationship;
- The extent to which the Letters of Intent to Collaborate identify the partner representatives that will participate in project planning and development;
- The extent to which the Letters of Intent to Collaborate demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- The extent to which the Letters of Intent to Collaborate demonstrate a willingness to participate in OVW technical assistance trainings and events;
- The extent to which the MOU indicates approval of the proposed project budget by all of the required partnering agencies; and
- The application includes signed Letters of Intent to Collaborate from all of the required partnering agencies.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing applications, reviewers will evaluate each section separately.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the minimum requirements for the program are met (see page 8);
- Whether the application proposes significant activities that may compromise victim safety (see page 8); and
- Whether the proposed budget is within the established limits (see page 7).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 13 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, funding availability, and policy priorities when making awards.

Additional Requirements

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as "narrative.txt."

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU or Letter(s) of Intent to Collaborate; and
- A current Indirect Cost Rate Agreement (if applicable).

Detailed instructions on how to use the Grants.gov system to submit applications online are available at www.Grants.gov. Also, a toll-free telephone number has been established for applicants to receive technical assistance as they work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by February 19, 2009** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Supervised Visitation Grant Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**