

U.S. Department of Justice
Office on Violence Against Women



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. This program furthers the Department's mission by providing an opportunity for communities to support supervised visitation and safe exchange of children in situations involving domestic violence, sexual assault, dating violence, stalking, and child abuse.

OVW Fiscal Year 2010 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 24, 2010**.
All Applicants should register online with GMS by **February 24, 2010**. All applications are due
by **8:00 p.m. E.T. on March 10, 2010**.
(See "Deadline: Application," page 4)

Contact Information

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

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

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

Overview

This solicitation contains information on how to apply for the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation Program). For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Supervised Visitation Program

The 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, sexual assault, dating violence, and stalking; the impact of domestic violence on children; and the importance of holding offenders accountable for their actions.

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **February 24, 2010**. You may send the letter to OVW at OVW.SupervisedVisitation@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The GMS registration deadline is February 24, 2010. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

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.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through GMS.

The deadline for applying for funding under this announcement is **March 10, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by March 10, 2010 to:

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

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through GMS. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

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

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

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.

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 meet the "unit of local government" definition under 42 U.S.C. § 3791 (see footnote 3 below). 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 must submit a resolution from the constituent Tribal governments supporting the application.

OVW Supervised Visitation Program – Specific Information

Types of Applicants

In FY 2010, 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. Continuation applicants are: 1) applicants that received 36 months of funding in FY 2007; 2) applicants that received 24 months of funding in FY 2008; and 3) applicants with awards that expire after March 10, 2010.

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.

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.

- 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 award project.

Continuation Projects

Applicants with awards expiring after March 10, 2010 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 award project meets the statutory and minimum requirements of the Supervised Visitation Program, as outlined on page 7-8 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.

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

Award Period

The award period for these grants will be 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 project proposed and present a realistic budget that accurately reflects project costs. Supervised Visitation Program funds for FY 2010 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.

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.

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, sexual assault, dating violence, child abuse, 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.

Safety for adult victims is the overarching goal of the Supervised Visitation Program. 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. 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 may not be supported with OVW funds. While grant funds may be used to serve families involved in cases of child abuse, activities funded through the Supervised Visitation Program are limited to visitation and exchange services between custodial and non-custodial parents.

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

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

Statutory Considerations

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

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))

- 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 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;
- 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 and Recovery

The following is a list of activities that have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

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

Activities that compromise victim safety and recovery will be a factor reviewed during OVW internal review. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

Unallowable Activities

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

- 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

All OVW grantees are required to semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 17-20.

How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “how to apply.”

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 its application is complete by the deadline. OVW will remove the application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should follow the order below for easy reading. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages will be removed prior to peer review.

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XI below describe the specific elements of a complete application.

I. **Application for Federal Assistance (SF-424)**

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the [Reference Guide](#) at page 7 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

IV. Summary Data Sheet (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Whether the agency has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year.
- The non-profit, nongovernmental victim services program(s) collaborating on this 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.

V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the application in GMS and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, please provide the following information:

- Identify grant by program, award number, and project period.

- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.

This section should be clear and succinct. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

VII. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in GMS and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Application (10 points)

This section should briefly:

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

This section will be rated on the following criteria:

- The impact of current or prior efforts to prevent and reduce domestic violence, sexual assault, dating violence, 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, sexual assault, dating violence, and stalking and how the proposed project will address their needs; and
- Current services and gaps in available services.

B. What Will Be Done (35 points)

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 needs. Applicants should also provide detailed information on the project goals and objectives, mechanisms for referral 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. Applicants should also 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 information, applicants for development and continuation projects will also be rated on the following criteria:

- The extent to which the application clearly demonstrates development and/or implementation of a program to increase supervised visitation and exchange options for families with a history of domestic violence, 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 or proposed visitation project addresses the Guiding Principles of the Supervised Visitation Program (a copy of the Guiding Principles can be downloaded from <http://www.ovw.usdoj.gov/applicants.htm>.)

Applications for continuation projects must demonstrate that center operating policies are in compliance with the Guiding Principles of the Supervised Visitation Program and have been specifically tailored to meet the unique safety needs and concerns of victims of sexual assault, domestic violence, dating violence, stalking, and child abuse.

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 applicants 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. All mandatory MOU partners must also serve as members of the consulting committee.

Program Specifications

Continuation applicants should submit a detailed description of the existing visitation and exchange center(s) to be funded under the award project. This 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, each month, during the current project period;
- 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 12)

C. Who Will Implement the Project (Development and Continuation Projects) (15 points)

All applicants **are required to** enter into formal collaborations with State or local courts and non-profit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. Nonprofit, nongovernmental domestic violence and sexual assault 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 project. The project 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 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, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

State or local court systems should designate a judicial officer (i.e. judge or magistrate) to serve on the project consulting committee (see page 120) and be able to refer cases directly to the proposed visitation and exchange center(s).

This section will be rated on the following criteria:

- 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, tribal 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;
- The extent to which the proposed consulting committee reflects the collaboration, diversity, and expertise needed to increase safety for adult victims and children within the community; and
- The extent to which the proposal clearly specifies the roles and responsibilities for *all* project partners.

VIII. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the [Reference Guide](#) at pages 9-12. The Budget Worksheet and Narrative should be one attachment to the application in GMS and a separate section in the hard copy.

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 participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions.

Budget Limits

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 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.

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

Training and Technical Assistance.

All applicants **are required** to allocate funds in the amount of **\$50,000 for development projects and \$10,000 for continuation projects** (applicants from Alaska, Hawaii, and U.S. Territories should allocate **\$60,000 for development projects and \$20,000 for continuation projects** to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

A Sample Budget Detail Worksheet is available at http://www.ojp.gov/funding/forms/budget_detail.pdf. When preparing the 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 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.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

This section will be rated on the following criteria:

- The extent to which the budget is reasonable and within established limits;
- The extent to which 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 extent to which the application allocates sufficient funds to support mandatory OVW training and technical assistance (\$50,000 for development projects or \$10,000 for continuation projects); and
- The budget reflects 36 months of project activity and provides basis for the computation of all project-related costs.

IX. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with a State or local court system and a non-profit, nongovernmental domestic violence or sexual assault victim services organization. (Applicants for development projects may submit Letter of Intent to Collaborate, from each collaborating partner, in lieu of an MOU). The MOU should be a single attachment to the application in GMS and a separate section in the hard copy.

Each applicant must include a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of all relevant agencies participating in the project's development and implementation.

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.

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).

The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

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 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.

The MOU will be rated on the following criteria:

- 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.

Letters of Intent to Collaborate will be rated on the following criteria:

- The extent to which the letters identify each collaborative agency/organization and provide a brief history of the collaborative relationship with the other project partners;
- The extent of the partners' participation in developing the application;
- The extent to which the letters identify each agency/organization representative that will participate in project planning and development;
- The extent to which the letters demonstrate a commitment to participate in the planning and development process;
- The extent to which the letters demonstrate a willingness to participate in OVW technical assistance trainings and events; and
- The extent to which the letters indicate approval of the proposed project budget by all collaborative partners.

X. Letter of Nonsupplanting

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

XI. Indirect Cost Rate Agreement

Applicants that have established a Federally-approved indirect cost rate may request indirect costs to support the project. 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.ojp.gov/financialguide/part3/part3chap17.htm>. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU/ Letters of Intent to Collaborate).

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 OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed-out 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 OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement;
- Whether grant funds were spent in a timely manner;
- Whether the grantee has demonstrated that past activities supported with Supervised Visitation Program funds have been limited to the scope of the grant program; and
- Whether the grantee has engaged in significant activities that compromise victim safety.

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. In addition, if an applicant is on the OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

Review Process

All applications will be subject to internal review by OVW staff and external or peer review panels, 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 OVW initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only sections of the application that are within scope will be reviewed.**

OVW Initial Internal Review

Criteria for the OVW initial internal review follow:

- Whether the applicant meets all statutory eligibility criteria (see page 4)
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether the application meets all the minimum requirements for the program (see page 8);
- Whether the application proposes significant activities that may compromise victim safety (see page 8).

External Peer Review Panels

OVW will establish panels comprised of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program.

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the extent to which the applications will address the demonstrated needs of an underserved population.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application	Yes	
What will be Done	Yes	
Program Specifications	Yes, if applicable	
Who will Implement	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU or Letters of Intent to Collaborate	Yes	
10. Letter certifying that the project will meet the Statutory and Minimum Requirements of the grant program (see page 8)	Yes, if applicable	
11. Letter of Nonsupplanting	Yes	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 10, 2010** to:

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

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System. For further information and assistance on submitting your application through GMS, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf> .