



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

OVW Fiscal Year 2014 Justice for Families Program: Domestic Violence Mentor Court Initiative Solicitation

Release Date

This solicitation was released on or about July 14, 2014.

Eligibility

Applicants are limited to federal, state, tribal, territorial, or local courts that are current Mentor Court grantees or new applicants with an existing specialized court system for handling domestic violence and sexual assault cases.

(See "Eligibility," page 3)

Deadlines

All applications are due by 11:59 p.m. E.T. on August 22, 2014.

(See "Deadlines: Application," page 2)

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with the **Grants.gov** no later than August 7, 2014.

(See "Deadlines: Registration," page 2)

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to OVW.JFF@usdoj.gov by **August 7, 2014**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See "Deadlines: Letter of Registration," page 3)

Pre-Application Conference Call: OVW will hold one conference call prior to the application deadline for those interested in applying. This call is optional.
(See “Pre-Application Conference Call,” page 3)

Contact Information

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

In Fiscal Year 2014, OVW applications will be submitted through Grants.gov. For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

The Grants.gov Number assigned to this announcement is: OVW-2014-3962

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2014.

Contents

Overview	1
About the OVW Justice for Families Program: Domestic Violence Mentor Court Initiative	1
Deadlines	2
Application	2
Registration	2
Letter of Registration	3
Pre-Application Conference Calls	3
Eligibility	3
Eligible Entities	3
Program Eligibility Requirements	3
Applicant Requirements	4
Statutory Considerations	4
Types of Applicants	4
Continuation Applicants	4
New Applicants	4
Award Information	4
Availability of Funds	5
Award Period	5
Award Amounts	5
Program Scope	5
Purpose Areas	5
Mentor Court Initiative Requirements	6
Initiative Technical Assistance and Support	7
Activities that Compromise Victim Safety and Recovery	8
Unallowable Activities	8
How to Apply	8
Application Registration Requirements	9
System for Award Management (SAM)	9
Grants.gov	9
Applicants without Internet Access	11
OVW Policy on Duplicate Applications	11
Experiencing Unforeseen Technical Issues	11
OVW Policy on Late Submissions	11
Extraordinary Natural or Manmade Disasters	12
Application Contents	12
Formatting and Technical Requirements	12
Application Requirements	12
Summary Data Sheet	13
Proposal Abstract	13

Project Narrative.....	14
Letter(s) of Support	14
Budget Detail Worksheet and Narrative	15
Award Period and Amounts	15
Training and Technical Assistance	15
Accommodations and Language Access.....	15
Budget Requirements.....	16
Federal Financial Guidelines.....	16
Food and Beverage/Costs for Refreshments and Meals.	16
Conference Planning and Expenditure Limitations	17
Additional Required Information.....	17
Confidentiality Notice Form	17
Application for Federal Assistance (SF-424).....	18
Standard Assurances and Certifications	18
Letter of Nonsupplanting	18
Financial Accounting Practices	18
Single Point of Contact Review	19
Selection Criteria	19
Programmatic Review	19
Peer Review	20
Compliance with OVW Financial Requirements	20
High Risk Grantees	20
Post-Award Requirements	20
Violence Against Women Act Non-Discrimination Provision.....	20
Reporting Requirements	20
Information for All Federal Award Grantees	21
Public Reporting Burden	21
Paperwork Reduction Act Notice.....	21
Application Checklist	22
Appendix A: Budget Guidance & Sample Budget Detail Worksheet.....	22
Appendix B: Sample Letter of Registration	52
Appendix C: Sample Certification Letter	54
Glossary	56

OVW Justice for Families Program: Domestic Violence Mentor Court Initiative (CFDA 16.021)

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

About the OVW Justice for Families Program: Domestic Violence Mentor Court Initiative

The Grants to Support Families in the Justice System program (referred to as the Justice for Families Program) was authorized in the Violence Against Women Reauthorization Act (VAWA) of 2013 to improve the response of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse. The program includes purpose areas previously authorized under the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation) and the Court Training and Improvements Program (Courts), along with new purpose areas and applicant requirements.

Domestic violence model courts can be an efficient structure for addressing the comprehensive issues that face families dealing with abuse. Yet as domestic violence courts continue to develop across the country, jurisdictions wishing to develop these courts often do not know where to turn for best practices. For this reason, OVW has been engaged in an effort to develop and spread best practices for domestic violence courts. In FY 2013, OVW funded three court sites under the Justice for Families Program: Domestic Violence Mentor Court Initiative (Mentor Court Initiative). With years of experience honing strategies that enhance offender accountability and improve victim safety in domestic violence cases, these well-established programs have successfully served as national role models and share their expertise by hosting site visits, link courts with peers facing similar challenges and assist other domestic violence courts to implement best practices to respond effectively to these difficult cases.

In FY 2014, OVW seeks to build upon its commitment to strengthening the court response to domestic violence and expand the Mentor Court Initiative with additional sites. OVW will select state, tribal, territorial or local courts to serve as new and/or continued OVW-designated "Domestic Violence Mentor Court" (Mentor Court) sites. OVW is expanding this initiative for the purpose of identifying effective adaptations of domestic violence court models and linking them to other jurisdictions striving to improve their processes for handling domestic violence cases. In addition, the Mentor Court Initiative serves as a clearinghouse for sharing best practices and procedures

and disseminating strategies and solutions for replication that will help build the capacity of court systems responding to domestic violence matters.

The Mentor Court Initiative creates a unique opportunity to recognize well-established specialized courts and enable them to guide other courts and court-based programs that wish to significantly improve their court responses to domestic violence cases and ensure victim safety and offender accountability. For FY 2014, OVW is accepting applications for continuation and new Mentor Court projects. With funding under the Mentor Court Initiative, OVW will support projects that operate a full-time court system with a specialized process for handling domestic violence cases.

Deadlines

Application

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on August 22, 2014**. Applications submitted after **11:59 p.m. E.T. on August 22, 2014** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 10 of these guidelines.

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

Note: For applicants without Internet access who cannot submit an application electronically, please contact Krista Blakeney-Mitchell at (202) 307-6026 no later than **August 6, 2014** to request permission to submit an application by alternative means.

Registration

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, and no later than **August 7, 2014**.

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

In Fiscal Year (FY) 2012, the System for Award Management (SAM) replaced the Central Contractor Registration (CCR) as the government-wide registry for vendors doing business with the federal government. **All applicants must register with SAM and renew their registration annually.** The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be **registered and current** with the SAM registration and with GRANTS.GOV prior to submitting an application. Applicants should begin the process immediately to meet the GRANTS.GOV registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants begin the registration process no later than **August 7, 2014** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and GRANTS.GOV, please see the How To Apply section on page 8.

Letter of Registration

Applicants intending to apply for FY 2014 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with GRANTS.GOV. The letter should be submitted to OVW at OVW.JFF@usdoj.gov by **August 7, 2014**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

Pre-Application Conference Calls

OVW will conduct a pre-application conference call. During this call, staff will review the program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

The conference call is scheduled for Tuesday, August 5, 2014 at 1:00-2:30 p.m. ET.

To register, please e-mail OVW.JFF@usdoj.gov. Registration must be received at least two hours prior to the start of the call.

Eligibility

Eligible Entities

Eligible entities for this Initiative are limited to:

- federal, state, tribal, territorial, or local courts

Eligibility is limited to federal, state, tribal, territorial, or local courts that are:

- **Current Mentor Court grantees**
- **New Applicants (with an existing specialized court system for handling domestic violence cases)**

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Program Eligibility Requirements

In addition to meeting the eligibility requirements outlined above, applications for the Mentor Court Initiative must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2014 solicitation.

Applicant Requirements

Under 42 USC §10420(d), **all** applicants must:

- Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault, or stalking is alleged.
- Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the domestic violence, dating violence, sexual assault, or stalking.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. See Appendix C for a sample letter.

Statutory Considerations

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

- The number of families to be served by the proposed programs and services;
- The extent to which the proposed programs and services serve underserved populations¹;
- The extent to which the applicant demonstrates cooperation and collaboration with nonprofit, nongovernmental entities in the local community with demonstrated histories of effective work on domestic violence, dating violence, sexual assault, or stalking, including state or tribal domestic violence coalitions, state or tribal sexual assault coalitions, local shelters, and programs for domestic violence and sexual assault victims;
- The extent to which the applicant demonstrates coordination and collaboration with state, tribal, and local court systems, including mechanisms for communication and referral; and
- The extent to which the grantee has expertise addressing the judicial system's handling of family violence, child custody, child abuse and neglect, adoption, foster care, supervised visitation, divorce and parentage.

Types of Applicants

OVW will accept applications for the Mentor Court Initiative from the following:

Continuation: Applicants that are currently Mentor Court grantees.

New: Applicants that are not currently Mentor Court grantees but that have an existing specialized court system for handling domestic violence cases.

¹ The term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

Award Information

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and any conditions of the recipient's award.

Availability of Funds

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

Award Period

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 24 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Justice for Families Program: Domestic Violence Mentor Court Initiative for FY 2014 will be made according to the following limits:

- Up to \$150,000 for Continuation projects, meaning Mentor Court Initiative grantees that apply to continue work in the area(s) they are currently funded to address and expand their projects to address additional areas.
- Up to \$100,000 for New projects.

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Program Scope

The Mentor Court Initiative will support up to five Mentor Court sites, provide intense technical assistance to the selected sites, and link selected sites with other jurisdictions that are implementing specialized practices for handling domestic violence cases.

Purpose Areas

In FY 2014, funds under the Mentor Court Initiative may be used to support the following purposes:

Purpose Area 3: Educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se;

Purpose Area 5: Enable courts or court-based or court-related programs to develop or enhance—

- (a) court infrastructure (such as specialized courts, consolidated courts, dockets, intake centers, or interpreter services);
- (b) community-based initiatives within the court system (such as court watch programs, victim assistants, pro se victim assistance programs, or community-based supplementary services);
- (c) offender management, monitoring, and accountability programs;
- (d) safe and confidential information-storage and information-sharing databases within and between court systems;
- (e) education and outreach programs to improve community access, including enhanced access for underserved populations; and
- (f) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking.

Purpose Area 8: Improve training and education to assist judges, judicial personnel, attorneys, child welfare personnel, and legal advocates in the civil justice system.

The chart below outlines a general timeframe for each stage of the Mentor Court Initiative.

Application Process	Peer Review & Site Assessment	Phase I: Site Selection & Orientation	Phase II: Implementation of Mentor Plan
Applicants who are new or continuation may apply to receive up to \$100,000 or \$150,000, respectively, as a designated Mentor Court site.	Applications are reviewed and scored according to the solicitation criteria. OVW and the OVW-designated technical assistance provider may conduct on-site assessments of top scoring <i>new</i> Mentor Court candidates. OVW will make final funding decisions.	Up to 2 new and 3 continuation Mentor Court sites are selected. All sites will attend orientation, participate in a judicial roundtable meeting, and receive ongoing technical assistance.	Selected sites will engage in site consultations, court open-house sessions, one-on-one mentoring and other activities as outlined in the approved project activities.

Mentor Court Initiative Requirements

Selected Mentor Court sites may represent a diverse pool of court models but will also share identified common practices. Specifically, this Initiative will support sites that adhere to key principles and are committed to:

- Using diverse strategies to enhancing victim safety;
- Partnering with a domestic violence or sexual assault victim service provider;

- Judicial leadership;
- Ensuring offender accountability through judicial compliance reviews and other means;
- Judicial training on domestic violence, sexual assault and stalking;
- Tracking outcomes; and
- Maintaining a spirit of innovation.

Applicants must have a specialized domestic violence court that has been operational for at least 2 years and demonstrate support from the local judicial administration and victim service providers.

Additionally, Mentor Court sites will agree to commit to participating in this Initiative for two years and will be expected to maintain best practices during that time. More important, Mentor Court sites will be expected to:

- Agree to host site visits from jurisdictions planning domestic violence courts;
- Share their forms, procedures and protocols;
- Participate in the Domestic Violence Court on-line forum and respond to inquiries from other jurisdictions;
- Continue to identify and test new strategies in response to emerging issues and gaps in services;
- Collaborate with OVW Technical Assistance Providers, including the Center for Court Innovation, the National Council of Juvenile and Family Court Judges, Futures without Violence, and the National Center for State Courts; and
- Participate in the development of judicial forums and attend those forums.

Successful applicants under this solicitation must also commit to complying with the following OVW requirements:

- Awards will be made as cooperative agreements and OVW will enter into a collaborative working relationship with awardees;
- Recipients must demonstrate a high level of commitment to close collaborative working relationships with OVW and its designated technical assistance providers;
- When applicable, recipients will be required to engage in cross-training activities;
- Recipients must have an existing collaborative relationship with a local victim service providers; and
- Recipients will be required to engage in on-site and non-local training and technical assistance activities.

Initiative Technical Assistance and Support

OVW and its technical assistance providers will also assist selected sites with:

- Documenting and sharing best practices and procedures;
- Hosting site visits for court observations;
- Coordinating referrals from other jurisdictions;
- Enhancing policies and procedures;
- Training to ensure sustainability of enhanced services; and
- Enhanced learning across all of the selected Mentor Court sites including an orientation, roundtable discussions, and individualized on-site trainings.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Requiring victims of sexual assault, domestic violence, dating violence or stalking to file for a protection order, cooperate in an investigation or file criminal charges against their abusers as a condition of receiving services;
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Referring victims to Child Protection Services solely for failure to protect their minor child when witnessing domestic violence except if required under State law;
- Implementing procedures or policies that exclude victims from receiving assistance based on their age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;²
- Permitting internet publication of registration or filing of a protection order, restraining order, or injunction in either the issuing or enforcing State, Tribal or Territorial jurisdiction if such publication would reveal the identity of the party protected by such order;
- Failing to conduct safety planning with victims;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims.

Unallowable Activities

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

- Lobbying (unless permitted by statute)
- Fundraising
- Purchase of real property
- Construction

How to Apply

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration.

It is the applicant's responsibility to ensure that the application is submitted by the deadline. It is important that applicants do not wait until the day of the application deadline to begin the submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours, and no less than 24 hours, before the deadline.

² Award recipients will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "VAWA Non-Discrimination Provision" under "Post-Award Requirements" on page 19.

Application Registration Requirements

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps to register and submit their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

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

System for Award Management (SAM)

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

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

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

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

Grants.Gov

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

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, and space. The applicant should ensure that only allowable characters are included. Grants.gov will not accept an application if it includes file names that use disallowable characters. OVW

strongly suggests using simple titles for all documents, such as “FY 2014 OVW Project Narrative.” Please note that file names are limited to 50 characters. GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with Grants.gov. The E-Biz POC oversees the organization’s Grants.gov transactions and assigns the AOR. The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

- *Step 1:* Go to [Grants.gov](http://www.grants.gov). Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
- *Step 2:* Register with SAM
- [Step 3: Username & Password](#)
- [Step 4: AOR Authorization](#)
- [Step 5: TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with Grants.gov.

Downloading a Grant Application Package

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to Grants.gov.

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. AORs

should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

Applicants without Internet Access

Applicants without Internet access, who cannot submit an application electronically, must call (202) 305-2651 or email OVW.JFF@usdoj.gov no later than August 6, 2014 to request permission to submit an application by alternative means.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Experiencing Unforeseen Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no later than August 7, 2014. Furthermore, the applicant should begin the **application submission process** at least 48 hours, and no less than 24 hours, before the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in these application guidelines, should unforeseen technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact **Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except closed for federal holidays.**

If an applicant experiences unforeseen technical issues that prevent them from submitting an application by the deadline, they must take the following actions:

- Contact the Justice for Families Program at OVW.JFF@usdoj.gov before the application deadline stating that they are experiencing unforeseen technical issues; and
- Contact the technical support number above prior to deadline.
- **Within 24 hours after the deadline**, the applicant must again contact the Justice for Families Program at OVW.JFF@usdoj.gov to request approval to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues with the Helpdesk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified, the application will be rejected as late.

To ensure a fair competition for limited discretionary funds, the following conditions are **not** valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW application guidelines.

OVW Policy on Late Submissions

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties,

or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined above, late submission may be considered. Extension of deadlines is not guaranteed.

Extraordinary Natural or Manmade Disasters

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

Application Contents

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

Do not submit documents in addition to those specified in these application guidelines. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

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

- Double-spaced (Project Abstract, Summary Data Sheet and charts may be single-spaced)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Correct page numbers
- Page limits
- No more than 10 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of these application guidelines

Application Requirements

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

1. Project Narrative

2. Budget Detail Worksheet and Narrative
3. Letter(s) of Support
4. Certification Letter(s)

Summary Data Sheet (5 points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 10-page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see page 16, “Application for Federal Assistance” section, for the definition of the AOR).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Statement as to whether the agency applying has expended \$500,000 in federal funds in the organization’s past fiscal year. Please specify the end date of the applicant’s fiscal year.
- A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2014 to do similar work.
- Identify the application type: New or Continuation.
- The percentage of grant activities, should the application be funded, that will address domestic violence.
- Summary of current and recent OVW projects (if applicable)
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within the last 12 months from the date this solicitation closes, the information below **must** be included.
 - Identify all grants by OVW program, award number, and project period.
 - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
 - Provide justification for remaining funds.
 - Estimate the amount of grant funds that will be remaining at the end of the current project period.
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Proposal Abstract (5 Points)

Applicant must provide a short and accurate summary describing the location of your jurisdiction, the type of court model that handles domestic violence cases, why you would like to participate in the Mentor Court Initiative and your ability to share specialized practices and host site visits. Please do not summarize past accomplishments in this section.

Project Narrative (65 Points)

The project narrative should be a separate attachment to the application in Grants.gov. The Project Narrative may not exceed 10 pages in length, double-spaced. Please number the pages of your narrative.

Applicants must demonstrate overall agency readiness and capacity for participating in the Mentor Court Initiative by providing a narrative describing the agency's specialized processes and procedures for handling domestic violence cases. Benchmarks include fiscal infrastructure capacity, current staff positions, judicial leadership and partnership with a victim service provider.

Each applicant must also demonstrate expertise in the area of domestic violence and include information on who will lead the project, who will participate in the project, and how decisions will be made regarding the project.

Applicants should also address the following questions:

1. Describe the court jurisdiction, including types of cases handled, years in operation, number days per week services are available, as well as location, population and demographic information.
2. Describe how domestic violence cases are currently being handled in the applicant court, and whether or not the court uses a diversion program or a batterer intervention program.
3. Describe the type of domestic violence court model the applicant court has implemented, (e.g., Coordinated Court Model, Unified Family Court Model, or Integrated Court Model) including a description of written policies and procedures and, rotation schedule. (See Glossary for description of these terms)
4. Describe court practices that enhance victim safety and offender accountability and how the court addresses the Mentor Court Initiative Requirements as described on page 6.
5. Discuss existing weaknesses in handling domestic violence cases including areas the applicant court is still trying to improve upon.
6. Describe the applicant court's greatest strengths.
7. Discuss why the applicant would like to participate in the Mentor Court Initiative and describe the ability of the courthouse and jurisdiction to share specialized practices and host site visits.
8. Describe how the project will be implemented and who will be involved in key project activities.

Letters of Support (10 Points)

Applicants must include, as a separate attachment/s the following letters of support:

- A letter from a domestic violence and/or sexual assault victim service provider describing its anticipated role and commitment to participate in project activities.
- A letter from court administration describing its support of the applicant court to engage in this initiative.

Budget Detail Worksheet and Narrative (15 points)

All applicants are required to submit a detailed budget and supporting budget narrative.

Award Period and Amounts

Sites can apply for up to: \$150,000 for continuation; and \$100,000 for new applicants for a 24-month period.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$10,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Mentor Court Initiative funds should be budgeted for the following activities:

- **Mentor Court All Sites Meeting** – Each Mentor Court site will be required to send four to six members of their Management Team to a Mentor Court All Sites Meeting in winter of 2015 (location TBD).
- **Peer-to-Peer Site Visit** – Each Mentor Court site should include funds to send a team of three to five members of their court staff to participate in a site visit with another Mentor Court site or OVW grantee.
- **OVW Training** – Each Mentor Court site should include funds to send a team of three to five members of their court staff to participate in an OVW Technical Assistance event.

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

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

Accommodations and Language Access

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

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

these purposes.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

While OVW discretionary grant programs do not require matching funds, 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. Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

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

Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

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

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no

other time for food to be obtained.

- Other extenuating circumstances necessitate the provision of food.

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

Conference Planning and Expenditure Limitations

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

Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fmgm.pdf>.

Additional Required Information

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

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at <http://www.ovw.usdoj.gov/docs/conf-acknowledgement.pdf> and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

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

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

Letter of Nonsupplanting

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

Financial Accounting Practices

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

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

OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the Grants.gov application.

Selection Criteria

All applications will be subject to a programmatic review and a peer review in which the applicant's response will be scored based on the quality and level of detail of the response. Each element **must** be addressed in the section in which it is requested. Points may be deducted from the Project Narrative if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application.

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

Programmatic Review

Applications that are considered for funding will be subject to a programmatic review. The programmatic review will also consist of assessing for scope, activities that compromise victim safety and past performance. An application that proposes a substantial number of activities that are unallowable or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

As a part of the programmatic review process described above, applicants will be reviewed for past performance (if applicable) based on the elements listed below.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
- Receipt of financial clearances on all current or recent grants from OVW;

- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

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

Peer Review

For FY 2014, applications proposing Continuation and New projects will be subject to a peer review that is fair and based on the criteria outlined in these application guidelines and will be scored according to the criteria set forth in this solicitation. OVW may utilize internal review, external review, or a combination of both. Upon completion of the review, but prior to selection, OVW may conduct conference calls or on-site visits with a small number of top scoring *new* applicants.

Compliance with OVW Financial Requirements

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

High Risk Grantees

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

Post-Award Requirements

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2014 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. More guidance on this provision can be found at <http://www.ojp.gov/about/ocr/pdfs/vawafags.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

Reporting Requirements

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

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-fy2014.pdf>.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to these application guidelines are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

Application document	Page numbers	Date completed
Certification Letter (Program Eligibility Requirement)	3 and Appendix C	
Summary Data Sheet	11	
Proposal Abstract	12	
Project Narrative	12	
Budget Detail Worksheet and Narrative	13	
Letters of Support	13	
Application for Federal Assistance: SF 424	16	
Standard Assurances and Certifications	16	
Confidentiality Notice Form	16	
Letter of Nonsupplanting	16	
Financial Accounting Practices	16	

Do not submit documents in addition to those specified in these application guidelines. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

**Appendix A:
Budget Guidelines & Sample Budget Detail Worksheet**

Budget Guidance

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

Consultants/Contracts

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

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

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

Rent

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

Audit Costs

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

Indirect Costs

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

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the

solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

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

Non-Federal Contributions

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

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

Budget Detail Worksheet

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

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

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

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

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

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

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

TOTAL PERSONNEL: \$ 212,700

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315

Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
TOTAL FRINGE BENEFITS:		\$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

C. Travel – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

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

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: \$ 12,000

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

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

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

TOTAL EQUIPMENT: \$ 1,500

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

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

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

TOTAL SUPPLIES: \$ 9,075

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
TOTAL CONSTRUCTION:		<u>\$ 0</u>

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

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

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

Subtotal Consultant Fees: \$ 37,950

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		Subtotal OVW-Mandated Training:		
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
Subtotal Sexual Assault Training:			<u>\$ 705</u>	
Subtotal Consultant Travel:			<u>\$ 8,705</u>	

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

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

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800
Subtotal Contracts:		<u>\$ 13,500</u>

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

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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

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

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

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
	Total Direct Costs \$412,811
I. Indirect Costs	\$ 28,183
	TOTAL PROJECT COSTS <u>\$ 440,994</u>
Federal Share Requested	\$ 440,994
Non-Federal (Match) Amount	\$ 0

**Appendix B:
Sample Letter of Registration**

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM). [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

Sincerely,

[Authorized Organization Representative]

**Appendix C:
Sample Certification Letter**

Sample Certification Letter

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10.W
Washington, DC 20530

Dear Director:

This letter serves to certify that [Applicant] is in compliance with the following statutory requirements:

- 1) Organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault, or stalking is alleged; and
- 2) Victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the domestic violence, dating violence, sexual assault, or stalking.

Sincerely,
[Applicant's Authorizing Official]

Glossary of Terms and Descriptions

Community-based Organization - The term "community-based organization" means an organization that--

- focuses primarily on sexual assault, domestic violence, dating violence, or stalking; has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- has a primary focus on underserved populations (and includes representatives of these populations) and sexual assault, domestic violence, dating violence, or stalking; or
- obtains expertise, or shows demonstrated capacity to work effectively, on sexual assault, domestic violence, dating violence, and stalking through collaboration.³

Courts - The term "courts" means any civil or criminal, Tribal and Alaska Native Village, Federal, State, local or territorial court having jurisdiction to address sexual assault, domestic violence, dating violence or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.⁴

Court-based and court-related personnel -The term "court-based and court-related personnel" means persons working in the court, whether paid or volunteer, including: 1) clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardians ad litem, lawyers, negotiators, probation, parole, interpreters, victim assistants, victim advocates, and judicial, administrative, or any other professionals or personnel similarly involved in the legal process; 2) court security personnel; 3) personnel working in related, supplementary offices or programs (such as child support enforcement); and 4) any other court-based or community-based personnel having responsibilities or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.⁵

Dedicated Civil Protection Order Docket model – This is easily the most common model. "CPOs" (Civil Protection Orders), "PPOs" (Personal Protection Orders), or "TROs" (Temporary Restraining Orders) are statutorily-enabled Court restraining orders which serve to prevent an abuser from having contact with the petitioning victim.⁶ These petitions and the hearings alleging violations of protection orders make up much of a court's domestic violence docket. With this model in larger jurisdictions, these cases are assigned to one judge who only handles protection orders. In smaller jurisdictions, the assigned judge may also have other types of caseloads but the protection order caseload is maintained separately as a specialized docket.

Domestic Violence Court - This type of court uses specialized structures, processes, and practices to address not only rising domestic violence caseloads but also the distinct nature of these cases and the need to give them special attention. These specialized approaches have collectively come to be called domestic violence courts. There is, however, great variation among these courts and in the specialized processes they use.⁷

³ 42 U.S.C.A. § 13925

⁴ 42 USC § 13925

⁵ Id.

⁶ Kristin Littel, *Specialized Courts and Domestic Violence: Issues of Democracy*, U. S. Department of State (2003). Available online at <http://usinfo.state.gov/journals/itdhr/0503/ijde/littel.htm>.

⁷ Susan Keilitz, *Specialization of Domestic Violence Case Management in the Courts: A National*, National Institute of Justice, (2004).

Domestic violence courts focus primarily on the safety of the battered women and any children who are involved rather than the offender. While rehabilitation may be a byproduct of the domestic court process, the initial emphasis is on the accountability of the offender for his own misconduct.⁸

Criminal Model – This is a common form of domestic violence specialized courts. This model separates criminal cases which assign domestic violence and related criminal cases for specialized handling by a particular judge or judges. Many states have defined domestic violence as a separate crime, either as a misdemeanor or a felony or both. (For example, in Michigan the statute creates a special category of misdemeanor assault for domestic assaults and allows the prosecutor to charge repeated offenses as a felony.⁹)

Many courts have created specialized misdemeanor domestic violence dockets, while others have criminal dockets that handle both misdemeanors and felonies.

Domestic Violence Courts with Related Caseload - This model merges civil proceedings related to divorce/custody cases and protection orders with related criminal proceedings such as domestic assault. This model has at least three separate forms:

Unified Family Court – In the Unified Family Court model, the court handles matters that are in civil court involving the same family, including domestic violence cases. With this model, domestic violence does not have to be the central case or an issue at all.

Coordinated Court – A Coordinated Court handles both criminal domestic violence cases and related civil matters within the same court division. With this model, different judges hear various cases regarding the same parties.

Integrated Domestic Violence Court¹⁰ – Based on the one-family one-judge concept, the Integrated Domestic Violence Court model handles both criminal domestic violence cases and related civil matters involving the same parties.¹¹

Order for Protection (OFP) - This is a civil order issued by a court upon the request of a petitioner which restrains the respondent from committing certain acts, such as having contact with or assaulting the petitioner. (These orders have different names in different states, e.g., temporary restraining orders or protective orders, and different remedies are available in different states.) In some jurisdictions, a violation of the protective provisions of an OFP is a criminal act.¹²

Problem Solving Courts - "Problem-solving courts use their authority to forge new responses to chronic social, legal and human problems – including problems like family dysfunction, addiction, delinquency and domestic violence – that have proven resistant to conventional solutions. They seek to broaden the focus of legal proceedings, from simply adjudicating past facts and legal issues to changing the future behavior of litigants and ensuring the future well-being of communities. And they attempt to fix broken systems, making courts (and their partners) more accountable and responsive to their primary customers – the citizens who use courts every day, either as victims, jurors, witnesses, litigants or defendants."¹³

⁸ *How Do Domestic Violence Courts Compare to Other Problem-Solving Courts*, Center for Court Innovation, online at www.courtinnovation.org/index.

⁹ Michigan penal code, MCL 750.81(2) and (4).

¹⁰ Note: Integrated Domestic Violence Court - Concentrated services are more likely to occur in this setting because a court handling children's issues, for example, is likely to have better coordination with children's services than a court that does not. Emily Sack, *Creating a Domestic Violence Court: Best Practices*, Family Violence Protection Fund (2002) at page 26. Available online at www.endabuse.org/programs/healthcare/files/FinalCourt_Guidelines.pdf.

¹¹ Emily Sack, *Creating A Domestic Violence Court: Guidelines and Best Practices*, Family Violence Prevention Fund (2004), page 4.

¹² A violation of an Order for Protection can be both a civil violation known as contempt of court and a criminal act. If the petitioner wants to pursue the violation as a civil matter in family court, the petitioner must bring a motion before that court. Regardless of whether the matter is pursued civilly, the prosecutor (not the petitioner) decides if criminal charges are brought in criminal court.

¹³ Greg Berman and John Feinblatt, *Problem-Solving Courts: A Brief Primer*, 23 *Law & Policy* 125 (2001) at page 126.

While domestic violence courts are characterized as “specialized” courts, they do not follow the therapeutic or problem-solving premise practiced by most specialized courts. Other specialized courts, such as Drug Courts, follow a therapeutic model in which the emphasis is on rehabilitation of the offender.¹⁴

Sex Offender Courts – Specialized sex offender courts are generally based upon the therapeutic jurisprudence approach used in drug courts and other problem-solving courts.¹⁵ Also, they tend to address sex offenders’ underlying addictions through treatment and graduated levels of community supervision.

These courts primarily handle cases involving felony sex offense charges and generally promote a comprehensive approach to the disposition of these sensitive cases. For maximum continuity and accountability, one judge handles all the cases, tracking them through to disposition, including probation supervision and offender registration if appropriate. The judge is assisted by a specially trained team of prosecutors, defense attorneys, victim agencies, probation officers, treatment providers and court personnel who undergo a comprehensive training program and participate in regular interagency meetings to ensure best practices in timely case resolution, victim safety, post-conviction accountability and public safety.¹⁶

Specialized Civil or Criminal Sexual Assault Courts – Not to be confused with “Sex Offender” or “Sex Offence” courts, this model addresses the handling of sexual assault cases where the perpetrator may be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. The premise of this court model is based upon safety as well as other holistic needs of the victim.

Specialized Criminal Domestic Violence Court Procedures - Specialized procedures for handling domestic violence cases in the criminal court are modeled in the following format/practices:

Pretrial Conference - This is the court appearance where the prosecutor and defense attorney (or offender) attempt to plea-bargain a case before setting it for trial. Some courts choose to specialize by having all pretrial conferences involving domestic violence crimes put on a separate court calendar. Other court appearances, such as arraignment and trial, are handled on the same calendar as any other crime.

All Non-Evidentiary Appearances – In this model, criminal courts hear only all non-evidentiary appearances for felony and misdemeanor domestic violence cases. The court makes legal decisions after arguments by opposing counsel and does not require witnesses to testify. Non-evidentiary appearances can include arraignment (where the court determines the custody and bail status of the defendant), pretrial conferences (where the attorneys attempt to plea-bargain a resolution to the case without a trial), taking of a guilty plea and sentencing.

All Appearances in Specialized Court - Some criminal courts choose to specialize so that every appearance of a criminal domestic abuse case is held in one court from arraignment to trial and sentencing. As only the judges of the specialized court handle domestic abuse cases, this type of court promotes consistency of case disposition and expertise in domestic abuse on the part of the judges. This type of court requires extensive resources and a community considering this type of court must ensure that the court system (from probation officers to court clerks to judges) is prepared to adjust existing resources accordingly.

Combined Civil and Criminal Jurisdiction (Integrated Court) - some courts elect to combine civil and criminal jurisdiction in a single domestic violence court. The same court hears petitions for Orders for Protection and all appearances for misdemeanor criminal

¹⁴ See Greg Berman and John Feinblatt, *Good Courts: The Case for Problem Solving Justice*, New York: New Press (2005).

¹⁵ Bruell, C., *Sex Offender Courts: Implications for the Future*, The American Society of Criminology (2006).

¹⁶ Herman, K., *Sex Offence Courts: The Next Step in Community Management*, Sexual Assault Report (May/June 2006).

domestic abuse cases. This ensures that the judge is well informed about the entire situation and provides consistency in the court's orders.

The decision to combine civil and criminal jurisdiction in a single specialized domestic violence court is even more complex than the decision to create a specialized domestic violence criminal court.¹⁷

Victim Services Provider - a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelter, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

¹⁷ Combining jurisdiction in one court may encourage judges and prosecutors to focus on considerations inappropriate to their decision making in criminal cases. For example, judges, defendants and victims may all put pressure on a prosecutor to minimize or cease a criminal prosecution based on the defendant's willingness to pay child support or alimony.