



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

OVW Fiscal Year 2014 Family Court Enhancement Project APPLICATION GUIDELINES

Release Date

These application guidelines were released on or about July 2, 2014.

Eligibility

Applicants are limited to the four Family Court Enhancement Project Technical Assistance sites.
(See "Eligibility," page 6)

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (ET) on August 7, 2014.
(See "Deadlines: Application," page 5)

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 GMS, no later than July 23, 2014.
(See "Deadlines: Registration," page 5)

Contact Information

For assistance with the requirements of these application guidelines, contact OVW at (202) 307-6026.

In Fiscal Year 2014, OVW applications will be submitted through the Office of Justice Programs' GMS system. For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

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

Contents

Overview	4
About the OVW Family Court Enhancement Project	4
Deadlines	5
Application	5
Registration	5
Eligibility	6
Program Eligibility Requirements	6
Applicant Requirements	6
Statutory Considerations	7
Award Information	8
Availability of Funds	8
Award Period	8
Award Amounts	8
Program Scope	8
FCEP Program Requirements	10
Activities that Compromise Victim Safety and Recovery	10
Unallowable Activities	11
How to Apply	11
Application Registration Requirements	11
System for Award Management (SAM)	12
Grants Management System	12
OVW Policy on Duplicate Applications	12
Application Contents	12
Formatting and Technical Requirements	13
Application Requirements	13
Summary Data Sheet	13
Project Narrative	14
Preliminary Work Plan	14
What Will Be Done During Planning Phase	14
Who Will Implement the Project	15
Budget Detail Worksheet and Narrative	15
Award Period and Amounts	15
Withholding of Implementation Phase Funds	15
Training and Technical Assistance	15
Accommodations and Language Access	16
Budget Requirements	16
Federal Financial Guidelines	17
Food and Beverage/Costs for Refreshments and Meals	17

Conference Planning and Expenditure Limitations.....	17
Letter(s) of Commitment	18
Additional Required Information	18
Confidentiality Notice Form.....	18
Application for Federal Assistance (SF-424).....	18
Standard Assurances and Certifications	18
Letter of Nonsupplanting.....	19
Financial Accounting Practices	19
Indirect Cost Rate Agreement.....	19
Single Point of Contact Review.....	20
Selection Criteria.....	20
Programmatic Review	20
Compliance with OVW Financial Requirements.....	21
High Risk Grantees	21
Post-Award Requirements	21
Violence Against Women Act Non-Discrimination Provision	21
Reporting Requirements.....	21
Information for All Federal Award Grantees	21
Public Reporting Burden	22
Paperwork Reduction Act Notice	22
Application Checklist	23
Appendix A.....	24
Appendix B.....	34
Appendix C	36
Appendix D	38
Appendix E.....	40

OVW Family Court Enhancement Project (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 Family Court Enhancement Project

Many families are affected by domestic violence each year. Findings from the Centers for Disease Control and Prevention's (CDC's) National Intimate Partner and Sexual Violence Survey (NISVS) show that more than one in three women in the United States has experienced rape, physical violence, and/or stalking by an intimate partner in her lifetime.¹ Another CDC study in 2008 found that women experience two million injuries from domestic violence each year. Approximately one third of all incidents involving female victims take place in homes in which children ages twelve and under reside. More than fifteen million American children live in families in which domestic violence occurred at least once in the past year. Roughly half of these children live in families in which severe violence took place.²

Many of these families come before a family court, which makes custody, visitation, and other decisions that will have a significant long-term effect on these children and adults. In the past decade, family court personnel have become increasingly aware of domestic violence and have made improvements to court practices to address it. However, many challenges remain. Battered women continue to lose custody of their children because many family courts do not take domestic violence into account in their decision-making. Children continue to be placed in unsafe environments because the system fails to adequately assess and address the impact of domestic violence on the children.

To better understand this issue, OVW is currently supporting the Family Court Enhancement Project (FCEP) through a technical assistance award to the National Council of Juvenile and Family Court Judges (NCJFCJ). The FCEP, a collaborative project of OVW, NCJFCJ, the Battered Women's Justice Project, and the National Institute of Justice (NIJ), is designed to determine what family court

¹ Black, M. C., Basile, K. C., Breiding, M. J., Smith, S. G., Walters, M. L., Merrick, M. T., Chen, J., & Stevens, M. R. (2011). *The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

² Centers for Disease Control and Prevention. (2008). Adverse health conditions and health risk behaviors associated with intimate partner violence--United States, 2005. *Morbidity and Mortality Weekly Report*, 57(5);113-117. Retrieved at <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5705a1.htm>.)

procedures, practices, and structures related to custody and visitation can help keep victims of domestic violence and their children safe from further violence and trauma. The purpose of the project is to provide intensive training and technical assistance to four courts seeking to improve safety for domestic violence victims and their children during and beyond court proceedings. Through a competitive NCJFCJ Call for Concept Papers, OVW ultimately selected the following courts: Circuit Court of Cook County in Chicago, IL; Family Court of the State of Delaware; Hennepin County Family Justice Center in Minneapolis, MN; and Multnomah County Family Court in Portland, OR.

Currently, the four technical assistance sites are working with the FCEP technical assistance providers to conduct comprehensive scans and assessments of their court structures and processes around child custody and visitation decision-making; identify the key barriers and gaps faced by domestic violence victims and their children in the family court system; and develop comprehensive, site-specific implementation plans to address the barriers. Providing the sites with direct OVW funding will allow the sites to take the additional step of implementing their plans.

Deadlines

Application

All applications will be submitted electronically. The deadline for submitting applications in response to these guidelines is **11:59 p.m. ET on August 7, 2014**.

Failure to begin the registration or application submission process in 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 submission process.

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 GMS immediately, and no later than July 23, 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 you have completed the D&B registration, your 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.

Applicants must be **registered and current** with the SAM registration and with GMS prior to submitting an application. Applicants should begin the process immediately to meet the GMS 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 July 23, 2014 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 GMS, please see the How to Apply section on page 11.

Eligibility

Eligibility is limited to the four FCEP technical assistance sites:

- Circuit Court of Cook County in Chicago, IL;
- Family Court of the State of Delaware;
- Hennepin County Family Justice Center in Minneapolis, MN; and
- Multnomah County Family Court in Portland, OR.

Program Eligibility Requirements

FCEP technical assistance sites must meet the requirements below. All certification and other eligibility-related documents must be current and developed in accordance with the FY 2014 application guidelines.

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 B for a sample letter.

Supervised Visitation and Safe Exchange

In the event that a site's Phase II Implementation Plan (see *Program Scope* on page 8 for more information on implementation plans) includes funding to operate supervised visitation programs and services, or safe visitation exchanges, the recipient will be required to do the following:

- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded under the FCEP).
- Ensure that any fees charged to individuals for use of supervised visitation programs and services are based on the income of those individuals, unless otherwise provided by court order.

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.

Delivery of Legal Assistance

In the event that a site's Phase II Implementation Plan includes funding to support legal assistance, the recipient will be required to certify in writing that:

- (1) Any person providing legal assistance with funds through this program
 - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - (B) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);
- (2) any person providing legal assistance through this program has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- (3) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- (4) Any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- (5) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

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

Custody Evaluation and Guardian Ad Litem Services

In the event that a site's Phase II Implementation Plan includes custody evaluation or guardian ad litem services, the recipient will be required to certify in writing that:

- Any person providing custody evaluation or guardian ad litem services through a program funded under the FCEP has completed or will complete training developed with the input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. See Appendix E 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 and approving implementation plans:

- The number of families to be served by the proposed programs and services;
- The extent to which the proposed programs and services serve underserved populations;³
- 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 applicant 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.

Award Information

Applicants that receive an award are bound by statute, federal regulations, OVW policies, the provisions of these application guidelines, 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 Family Court Enhancement Project 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 can apply for up to \$400,000. Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. FCEP awards will be made as cooperative agreements. Awardees will initially have access to only \$30,000 to conduct activities during the Planning Phase of the project (see below, Program Scope, for more information about the Planning Phase). Once planning activities are complete and approved, recipients will have access to the remaining funds.

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 cooperative agreement.

Program Scope

³ 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.

Projects will be divided into two phases over a 24-month period: Phase I- Planning Phase and Phase II- Implementation Phase.

- I. **Planning Phase:** Each of the four FCEP technical assistance sites will be required to submit a comprehensive, site-specific implementation plan within the first three months of the award. Each plan will include an assessment of the court system; identification of key barriers and gaps faced by domestic violence victims and their children; a detailed description of three to five changes in court procedures, practices and/or structures related to custody and visitation that the site will implement; and a plan for measuring performance or progress toward meeting the project objectives. Courts will be required to partner with a researcher, preferably local to the applicant organization, to assist in conducting the assessment and developing performance measures. Sites will also work closely with the FCEP technical assistance providers to develop their plans.

Each site will have access to \$30,000 during this time to develop their plans. Once the plans have been submitted and approved by OVW, the remaining funds will be released. Activities during the Planning Phase are limited to:

- Participating in technical assistance events and activities;
- Funding a coordinator for the project;
- Coordinating and conducting planning meetings; and
- Supporting a local researcher or evaluator.

Implementation Plans: Implementation Plans can include the following activities:

- (1) Supervised visitation and safe visitation exchange of children and youth by and between parents in situations involving domestic violence, dating violence, child sexual abuse, sexual assault, or stalking.
- (2) Development and promotion of state, local and tribal legislation, policies, and best practices for improving civil and criminal court functions, responses, practices, and procedures in cases involving a history of domestic violence or sexual assault, or in cases involving allegation of child sexual abuse, including cases in which the victim proceeds pro se.
- (3) Education of 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.
- (4) Development or enhancement of —
 - (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.
- (5) Civil legal assistance and advocacy services, including legal information and resources in cases in which the victim proceeds pro se, to –
- (A) victims of domestic violence; and
 - (B) nonoffending parents in matters-
 - (i) that involve allegations of child sexual abuse;
 - (ii) that relate to family matters, including civil protection orders, custody, and divorce; and
 - (iii) in which the other parent is represented by counsel.
- (6) Collection of data and provision of training and technical assistance, including developing state, local, and tribal model codes and policies, to improve the capacity of grantees and communities to address the civil justice needs of victims of domestic violence, dating violence, sexual assault, and stalking who have legal representation, who are proceeding pro se, or who are proceeding with the assistance of a legal advocate.
- (7) Training and education to assist judges, judicial personnel, attorneys, child welfare personnel, and legal advocates in the civil justice system.

II. **Implementation Phase:** Upon successfully completing the planning phase, the sites will implement their plans over the remainder of the project period.

FCEP Program Requirements

Successful applicants under this solicitation must commit to meeting the following OVW requirements:

- Awards will be made as cooperative agreements and OVW will enter into a collaborative working relationship with recipients;
- 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 will be required to complete a planning phase with support from the OVW-designated technical assistance providers;
- Recipients will work with OVW-designated technical assistance providers to receive support in developing the implementation plan, and all of which must be submitted to OVW for review and approval;
- Recipients will engage in an implementation phase, which will be determined by the plan developed in the planning phase; and
- Recipients must demonstrate a commitment to performance measurement and collaborate with a local research partner and NIJ to establish, collect, and use performance measures.

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;⁴
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Referring victims to Child Protection Services solely for failure to protect their minor child when witnessing domestic violence except if required under state law;
- Failing to conduct safety planning with victims;
- 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 abuser as a condition of receiving services;
- Internet publication of registration, issuance, or filing of a petition for 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;
- 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 OVW grant funding.

- Lobbying (except with explicit statutory authorization)
- 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 may 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.

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 may not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission.

⁴ 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 21.

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 the Grants Management System (GMS) 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 GMS 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 Management System

Applicants are required to submit their applications through the Office of Justice Programs' Grants Management System (GMS) instead of Grants.gov. To apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using your current GMS ID and password or register as a new user. Once you have logged in to GMS, you should select the program that you intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

OVW Policy on Duplicate Applications

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

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:

- 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 – Project Narrative limited to 10 pages
- 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 may be disqualified from receiving funding.

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Letters of Commitment
4. Certification Letter(s)

Summary Data Sheet

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 15-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 18, “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.
- 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.

Project Narrative

The following narrative should be a separate attachment to the application in GMS. The Project Narrative may not exceed 10 pages in length, double-spaced. Please number the pages of your narrative. Applicants should address the following three elements within the 10 page limit:

1. *Preliminary Work Plan*

The project narrative must provide a preliminary work plan in the form of a logic model. The logic model should acknowledge the overall goal of the FCEP and include at least: two to four problems that the court plans to address in order to meet the goal of the FCEP; lists of inputs/resources available; activities to take place to address the problems; short-term outcomes; and long-term outcomes. Each site should develop its logic model based on the preliminary assessments that have already taken place through the FCEP Initial Survey and Launch Event. Sites will work closely with the FCEP technical assistance providers to develop their logic models. Applicants can use the following format to develop their logic models.

Goal:			
Problem:			
Inputs & Resources	Activities	Short-term Outcomes	Long-Term Outcomes

2. *What Will Be Done During Planning Phase*

Each of the four FCEP technical assistance sites will be required to submit a comprehensive, site-specific implementation plan within the first three months of the award (see *Program Scope* on page 8). Sites will have access to \$30,000 during this time to develop their plans. Once the plans have been submitted and approved by OVW, the remaining funds will be released. Activities during the Planning Phase are limited to:

- Participating in technical assistance events and activities;
- Funding a coordinator for the project;
- Coordinating and conducting planning meetings; and

- Supporting a local researcher or evaluator and activities related to performance measurement.

This section should provide a detailed description of the activities that will take place during the Planning Phase of the project.

3. Who Will Implement the Project

Each technical assistance site has already formed a Management Team and Collaborative Work Group. It is expected that those groups will continue and will implement Phases I and II of this initiative. Each applicant must demonstrate expertise in the area of domestic violence.

- List the members – name, title and agency affiliation for each - of the FCEP Management Team and describe the governance of Phase I of the project. Include information on who will lead the project, who will participate in the project, and how decisions will be made regarding the project. In addition to leaders within the court system, the management team should include a local researcher and a representative from a nonprofit, nongovernmental domestic violence organization.
- List the members – name, title and agency affiliation - of the Collaborative Work Group.
- Identify the nonprofit, nongovernmental domestic violence organization that will participate in the Planning Phase and describe its role.
- Identify the local research partner who will assist with the assessment of the court system and performance measurement. Demonstrate the credentials of the research partner, to include a terminal research degree, and document his/her expertise as it relates to the FCEP.

Budget Detail Worksheet and Narrative

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

Award Period and Amounts

Sites can apply for up to \$400,000 for 24 months.

Withholding of Implementation Phase Funds

Each site will have access to \$30,000 during the Planning Phase of the project; the approximate time period for the Planning Phase will be October 1, 2014 – December 31, 2014. Activities that can take place during the Planning Phase will be limited to participating in technical assistance events and activities; funding a coordinator for the project; coordinating and conducting planning meetings; and supporting a local researcher or evaluator. The budget and budget narrative should show a clear link between the specific Planning Phase activities and the proposed budget items. Applicants should also include a line item for \$370,000 in the “Other” Category and label this line item “Implementation Phase Activities - TBD.” Once a site’s implementation plan is approved, the site will submit a detailed budget and budget narrative describing how the \$370,000 will be spent. Once the budget and budget narrative have been approved by OVW, the remaining funds will be released.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW- designated technical assistance providers. FCEP technical assistance funds should be budgeted for the following activities:

- **FCEP All Sites Meeting** - Each FCEP site will be required to send four to six members of

its Management Team to an FCEP All Sites Meeting in the winter of 2014/2015 (location TBD).

- **Peer-to-Peer Site Visit** – Each FCEP site should include funds to send a team of three to five members of its Management Team and/or Collaborative Work Group to participate in a site visit with another FCEP site or OVW grantee.
- **OVW Training** – Each FCEP site should include funds to send a team of three to five members of its Management Team and/or Collaborative Work Group 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, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

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-fgmg.pdf>.

Letter(s) of Commitment

Applicants must include, as a separate attachment/s in GMS, the following letters of commitment:

- A letter from the local research partner describing his/her commitment to participate in both phases (planning and implementation) of the initiative; his/her capacity to develop and collect data on performance measures; and his/her prior experience conducting work similar to the FCEP.
- A letter from a nonprofit, nongovernmental domestic violence and/or sexual assault victim services organization describing its anticipated role and commitment to participate in both phases of the project.

Additional Required Information

The following documents 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 GMS.

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 GMS.

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 GMS.

- 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.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If an applicant needs additional information on this requirement, they may go to <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>. This should be a separate attachment to the application in GMS.

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

8556 for more information.

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 GMS application.

Selection Criteria

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 will be subject to a programmatic review. Applications will be assessed to ensure that all required elements are included. Applications missing a required element may be disqualified from receiving funding. The programmatic review will also consist of assessing for 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.

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/vawafaqs.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 20002.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW may not contact applicants for missing items.

Application document	Page numbers	Date completed
Certification Letter(s)	6-7, and Appendices B, C, D and E	
Summary Data Sheet	13	
Summary of Current OVW Projects, if applicable	13	
Project Narrative	14	
Preliminary Work Plan	14	
What Will Be Done During Planning Phase	14	
Who Will Implement the Project	15	
Budget Detail Worksheet and Narrative	15	
Letters of Commitment	18	
Application for Federal Assistance: SF 424	18	
Confidentiality Notice Form	18	
Standard Assurances and Certifications	19	
Letter of Nonsupplanting	19	
Financial Accounting Practices	19	
Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	19	

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 Guidance & Sample Budget Detail Worksheet**

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/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, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Non-Federal Contributions

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

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

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:		

Subtotal Consultant Travel: \$ 8,705

\$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

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

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, dating violence, and

stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

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

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

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

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

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

TOTAL OTHER COSTS: \$ 84,900

I. Indirect Costs – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

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

TOTAL INDIRECT COSTS: \$ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

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 Certification Letter**

(To be submitted with this application)

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:

- 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.
- 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]

Appendix C:
**Sample Certification Letter for FCEP Sites Who Propose to
Provide Supervised Visitation and Safe Exchange Services
as Part of their Implementation Plan**

***(To be submitted with the Implementation Plan at the end of
Phase I)***

**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, in fulfillment of the statutory applicant requirement, [Applicant] will:

Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.

Ensure that any fees charged to individuals for use of supervised visitation programs and services are based on the income of those individuals, unless otherwise provided by court order.

Sincerely,

[Applicant's Authorizing Official]

Appendix D:
**Sample Certification Letter for FCEP Sites Who Propose to
Provide Legal Services as Part of their Implementation Plan**

*(To be submitted with the Implementation Plan at the end of
Phase I)*

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) Any person providing legal assistance with funds through this program
 - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - (B) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);
- (2) any person providing legal assistance through this program has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- (3) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- (4) Any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- (5) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

Sincerely,
[Applicant's Authorizing Official]

**Appendix E:
Sample Certification Letter for FCEP Sites Who Propose to
Include Custody /evaluation or Guardian Ad Litem Services
in their Implementation Plan**

***(To be submitted with the Implementation Plan at the end of
Phase I)***

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:

Any person providing custody evaluation or guardian ad litem services through a program funded under the FCEP has completed or will complete training developed with the input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.

Sincerely,
[Applicant's Authorizing Official]