

OVW



Safe Havens:
Supervised
Visitation and
Safe Exchange
Grant Program
Fiscal Year 2004
Solicitation

GMS REGISTRATION DEADLINE:
February 19, 2004

APPLICATION DEADLINE:
March 4, 2004

U.S. Department of Justice
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo

Safe Havens: Supervised Visitation and
Safe Exchange Grant Program
World Wide Web Homepage
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW), is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

Addressing Supervised Visitation and Safe Exchange

The Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation Program) provides an opportunity for communities to support the supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. Studies have shown that the risk of violence is often greater for victims of domestic violence and their children after separation from an abusive situation.¹ Even after

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

separation, batterers often use visitation and exchange of children as an opportunity to inflict additional emotional, physical, and/or psychological abuse on victims and their children. Visitation and exchange services provided through the Supervised Visitation Program should reflect a clear understanding of the dynamics of domestic violence, sexual assault, stalking, the impact of domestic violence on children, and the importance of holding offenders accountable for their actions.

Availability of Funds
Funding to support the Supervised Visitation Program in Fiscal Year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to Congressional appropriation.

Award Period

The award period for these grants will be 24 months. Budgets must reflect 24 months of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Applicants for the Supervised Visitation Program may apply for up to \$350,000 for local projects, and up to \$750,000 for multi-jurisdictional state projects. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with

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applicants prior to granting an award. Current grantees should note that continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) March 4, 2004**, and will be accepted only through the **U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS)**. In addition, applicants should register online with GMS **by February 19, 2004**. It may take up to one week for you to receive confirmation that you are eligible to apply.

Please refer to the "How to Apply" section on page 16 of this solicitation for further instructions.

Program Eligibility

By statute, grants under the Supervised Visitation Program may be awarded to **states,² Indian tribal governments, and units of local government** that propose to enter into or expand the scope of existing contracts and cooperative agreements with public or private nonprofit entities to provide supervised visitation and safe visitation

² For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

exchange of children by and between parents in situations involving domestic violence, child abuse, sexual assault, or stalking. All applicants are required to enter into a collaborative working relationship with state or local courts **and** a nonprofit, nongovernmental domestic violence or sexual assault victim organization, including faith-based or community organizations that represent the views and concerns of domestic violence and sexual assault victims.

Units of Local Government

For the purposes of this Program, a **unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or any Trust Territory of the United States. Local courts, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, nongovernmental victim services agencies, and universities are **not** considered units of local government for the purposes of this grant program. These agencies or organizations may administer grant funds and assume responsibility for the development and implementation of the project, but they may not apply directly to the OVW for funding support.

Indian Tribes

For the purposes of this Program,

Indian tribe is defined as any tribe, band, nation, or other organized community, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. §450b(e)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Eligible Applicants
In FY 2004, OVW will only accept applications for funding from grantees that received a Supervised Visitation grant award in FY 2002.

FY 2002 grantees may apply for continuation or supplemental funding to assist with the initial implementation of a supervised visitation center or to enhance and improve the services of an existing center. **States are eligible to apply for multi-jurisdictional funding. However, multi-jurisdictional state initiatives must meet statutory and program requirements for each jurisdiction involved in the project.**

Program Scope

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

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the Supervised Visitation Program statutory considerations will be disqualified from funding consideration.

Statutory Considerations

The following statutory considerations will be taken into account when awarding grants:

- The number of families to be served by the proposed visitation programs and services;
- The extent to which the proposed supervised visitation programs and services serve underserved populations;³
- The extent to which the applicant demonstrates cooperation and collaboration with non-profit, nongovernmental entities in the local community served; and
- The extent to which the applicant demonstrates coordination and collaboration with state and local court systems, including

³ The term “underserved populations”, as defined in section 2008 of Title I of the Omnibus Crime Control and Safe Street Act of 1968 (42 U.S.C. 3796gg-2), includes populations underserved because of geographic location (such as rural isolation), 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 state planning process in consultation with the Attorney General.

mechanisms for communication and referral.

By statute, all applicants for the Supervised Visitation Program must:

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

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

- Establishing supervised visitation and safe exchange services to meet a demonstrated need;
- Strengthening and enhancing existing program operations;
- Expanding center services;
- Funding innovative “pilot programs”;
- Establishing statewide training and technical assistance projects;
- Increasing center staff;
- Enhancing security; and
- Developing training for staff and volunteers.

By statute, grant funds may only be used to support project activities which increase options for supervised visitation and safe exchange by and between

parents. Therefore, grant funds may **not** be used to support supervised visitation and monitored exchanges of children in foster care, kinship care, or protective supervision.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. In addition, some responses by the justice system may minimize or trivialize the offender’s criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any of the activities listed below:

- Mediation, alternative dispute resolution, or family counseling as a response to domestic violence, sexual assault, or stalking;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behaviors; and
- Provision of services on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree.

Review Process

All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. The Office will establish panels of experts and practitioners to review applications.

Tribal applications will be reviewed by a panel of Native American experts on supervised visitation, domestic violence, child abuse, sexual assault, and stalking. Each panel will review the information provided in the application against the selection criteria for the program. Internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of under-served communities, and the type of projects already funded within an applicant's state or community. The total points for an application are 100. The status of current grant-funded activities and geographic distribution will be taken into consideration as part of the review process. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

Application Content

Applicants must complete each of the following sections as part of their proposals. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. All applications must be double-spaced, typed on 8 ½ x 11-inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 character per inch must be used.

New Requirement

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant.** The DUNS

number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424): 0 points

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.527 (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying.

If the individual applying online is not the authorizing official, that individual must list the authorizing

official's name and contact information where appropriate.

Summary Data Sheet (not to exceed one page): 3 points

The summary data sheet should include the following information:

- Legal Name of the applicant;
- Contact information, including an email address for the project director or primary person to be contacted on matters involving the application; and
- Name, address, phone number, and fax number for the visitation center(s) involved in the project.

Abstract (not to exceed one page): 5 points

A project abstract when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe the project goals and objectives. Abstracts will be reviewed by the peer review panels according to the following criteria:

- Concise description of the project
- Accuracy in summarizing the Project Narrative

Status of the Current Project (not to exceed 5 pages): 15 points

State what has been accomplished by the current project, including 1) a description of the goals and objectives from the prior grant period and the status of the existing project; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation. This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the

current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with Supervised Visitation funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of their existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as a Special Condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW; and
- Whether the grantee has complied with the OMB audit requirement.

Applicants who have failed to comply with any or all of the aforementioned criteria could have as many as 25 points deducted from their application score. In addition, OVW reserves the right to disqualify an application from consideration, if an applicant is found to

be substantially out of compliance with this criteria.

Need for the Project (not to exceed 4 pages): 7 points

This section should describe the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project (*please use current and detailed information when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information.

What Will be Done (not to exceed 5 pages): 10 points

Applicants should provide detailed information on the project goals and objectives, mechanisms for referral, the specific tasks and activities of each collaborative partner, and include a time line that identifies when the project activities will be accomplished.

Applicants must also include a description of services currently offered by the existing program(s) and how these services will be enhanced by the supplemental funding.

In addition to the above criteria, this section will also be rated on the following:

- The extent to which the application clearly demonstrates continued development and/or implementation of a program to increase supervised visitation and exchange options for families with a history of domestic violence, child abuse, sexual assault, or stalking;
- The extent to which the application addresses the minimum

requirements of the Supervised Visitation Program;

- The extent to which the application clearly describes the community to be served, including the diverse, traditionally underserved populations of victims of domestic violence, child abuse, sexual assault, and stalking;
- The extent to which the proposed project activities reflect sound development and thoughtful innovation; and
- The planning, development and implementation strategy, organization, and staff capability, project components, and general time line are clearly described.

Program Specifications (not to exceed 5 pages): 15 points:

Applicants should submit a detailed description of the proposed visitation and exchange center. This description should include information on the following program specifications:

- The purpose of the visitation center and how it reflects an understanding of the impact of domestic violence, child abuse, sexual assault and stalking on families;
- Scope of proposed visitation and exchange services;
- Types of families to be served by the project;
- Hours of operation;
- Program Security;
- Record keeping and confidentiality;
- Referral process;
- Intake procedures;
- Fee protocols;
- Proposed level of staffing;
- Job descriptions and resumes for key staff (this information should be appended to the application);

- Training requirements for staff and volunteers; and
- Composition and role of existing or proposed advisory committee.

Who Will Implement the Project (not to exceed two pages): 5 points

VAWA 2000 requires applicants to coordinate with state or local courts and nonprofit, nongovernmental domestic violence and/or sexual assault victim service programs. Applicants must identify the local court and victim services program(s) partnering on the proposed project and all other project partners, and specify their respective roles and responsibilities.

Sustainability Plan: 10 points

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

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. Continued or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.

Budget Detail : 15 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs.

It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects.

Supplemental contributions may be cash, in-kind services, or a combination of both. Any supplemental match contributions can be discussed in the project narrative, however, these match contributions should **not** be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require prior approval from the Director of the Office on Violence Against Women. All applicants **are required** to allocate funds (\$20,000 for local and tribal projects, and \$30,000 for statewide projects) to support travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance

providers. These funds are to be used **only** for OJP-designated technical assistance unless otherwise approved by the OVW.

This required amount of \$20,000 or \$30,000 should be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.).

Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Sample Budget Detail Worksheet is included in this solicitation. The budget, budget summary, and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all the necessary budget categories. The budget should clearly describe the proposed amount and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU): 15 points

Each application **must include**, as an attachment, a current (i.e., signed and dated during the development of the

proposal) MOU created and signed by the chief executive officer(s) and/or director(s) of: relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecutors, the courts, and probation); nonprofit, nongovernmental domestic violence victim organizations, including faith-based or community organizations that represent the views and concerns of domestic violence victims; and other community agencies or organizations that will collaborate to implement the proposed project.

The MOU must do the following:

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

Letters of support may not be submitted in lieu of the MOU.

All applicants are required to enter into formal collaborations with state or local courts and a nonprofit, nongovernmental organization serving victims of domestic violence and/or sexual assault.

Community-based domestic violence victims and/or advocates must be involved in the development and implementation of the proposed project. Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence, and/or sexual assault victim services programs.

Victim advocacy organizations should meet all of the following criteria:

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

Planning grantees seeking initial implementation funding are encouraged to partner with qualified faith-based agencies to implement the proposed project.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. You will be agreeing to these assurances and certifications when you submit your application online through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and

lobbying disclosure restrictions imposed by 31 U.S.C. § modifications. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support

the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

A letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 254-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix E for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW, the primary Supervised Visitation Program technical assistance provider, and other OVW designated technical assistance contractors. Grant recipients will be

asked to identify advocates from local domestic violence victim service programs, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Advisory Committee

Visitation programs that serve families with a history of domestic violence, child abuse, sexual assault, and stalking should develop formal affiliations with organizations that will be available to provide services and consultation to the programs in their work with children and parents. Applicants must establish an advisory board, which includes experts in the following fields: child abuse and neglect, mental health, substance abuse, counseling, batterers' intervention, law enforcement, child protection services, and advocacy for victims of domestic violence and sexual assault.

Performance Measures and Evaluation

There are two statutory requirements that require VAWA grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the **Government Performance and Results Act of 1993 (GPRA)** was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At

its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three questions: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

Second, OVW grant recipients are required to report on the effectiveness of their programs. VAWA 2000 requires the Attorney General to report annually to Congress on services funded by this program and other related matters. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate the success of the grantee's efforts to increase options for supervised visitation and safe exchanges for victims of domestic violence, child abuse, sexual assault, and stalking. This information will be incorporated into the semi-annual progress reports described below.

Supervised Visitation grantees must report the following data:

- The number of supervised visits between parents and their children;
- The number of individuals served by visitation and exchange programs;
- The number of supervised exchanges between parents and their children;
- The number of individuals denied services by visitation and exchange programs;
- The number of underserved individuals served by visitation and exchange programs;

- The number of underserved individuals denied services by visitation and exchange programs;
- The number of parental abduction cases in a judicial district served visitation and exchange programs;
- The number of security problems that occur during supervised visitations;
- The number of visitation and exchanges ordered by juvenile, civil, criminal, or family courts; and
- The process by which children or abused partners are protected during visitations and exchanges.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$300,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Supervised Visitation Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Supervised Visitation Program; or
- The application was submitted in accordance with the provisions of VAWA and any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt to informally resolve the program. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18.

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 this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be

found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

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

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the

Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
810 7th Street, N.W., 8th Floor
U.S. Department of Justice
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). (Please refer to Appendix A, the GMS Quick Start Guide.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS, and can include:

- Certification of nonsupplanting
- An MOU
- A Current Indirect Cost rate Agreement (if applicable)

Note: The Catalog of Federal Domestic Assistance number for the Supervised Visitation Program is 16.537.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **March 4, 2004**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) which may be faxed to (202) 354-4147 or

submitted through GMS as attachments, must also be received by 5:30 p.m. EST on **March 4, 2004**.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **February 19, 2004**. All applicants must receive confirmation of eligibility you are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

QUICK START GUIDE

Quick-Start Guide to Using the Office of Justice Programs

Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online **GMS Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ◆ **Step 2.** Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must pick the FY 2004 Safe Havens: Supervised Visitation and Safe Exchange Grant Program solicitation and begin working on it so that your registration will be sent to the Office on Violence Against Women. After registration, you will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424/Application for Federal Assistance* and attach and upload your budget detail and budget narrative, program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that OVW has received

your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, nonsupplantation certification) must be faxed to (202) 354-4147. **You must include your GMS application number and the Program title, Safe Havens: Supervises Visitation and Safe Exchange Grant Program, on all materials submitted by fax.**

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

**If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

Please note that final applications are due March 4, 2004, and will be accepted through the Office of Justice Program's online *Grants Management System (GMS)*. *In addition, applicants should register online at least two weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply. Applications sent by fax will not be accepted.*

APPENDIX B

SAMPLE MEMORANDUM OF UNDERSTANDING

SAMPLE MEMORANDUM OF UNDERSTANDING

The County of _____ is the lead Safe Havens: Supervised Visitation and Safe Exchange Grant Program applicant, and supports the Local Supervised Visitation Center (LSVC). The County of _____ enters into a Memorandum of Understanding (MOU) with the Community Domestic Violence Agency (CDVA), LSVC and the local court system.

I. History of Relationship

The Local Supervised Visitation Center began collaborating with the Community Domestic Violence Agency in 1999. The LSVC and CDVA Directors met regularly to discuss the provision of visitation services to victims of domestic violence. Throughout this relationship, CDVA provided training for LSVC staff and volunteers in the following areas: recognizing signs of domestic violence; methods and strategies for working with victims of domestic violence; and, domestic violence's potential impacts on children and the battered person. LSVC accepts referrals from CDVA and the local court system for women in need of supervised visitation services. Additionally, the LSVC and CDVA Directors continue to meet on a monthly basis to develop a comprehensive plan for building a larger collaboration focused on supporting domestic violence response and supervised visitation.

The partnering organizations' ultimate goal is the protection of domestic violence victims and their children in all settings. As a result, LSVC and CDVA are striving to develop an expanded collaboration including child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates, families, and community groups. The LSVC and CDVA Directors have identified the local court system as a partner, and a court representative has begun attending their monthly planning meetings. The group's immediate goal is to develop an awareness and understanding among the potential collaborators of the unique circumstances surrounding supervised visitation in cases of domestic violence.

II. Development of Application

Discussions regarding the collaborative effort that is proposed in the application and detailed in this Memorandum began in earnest in June, 2000. During their regular monthly meetings, the agency directors and court representative discussed the elements of the application and the appropriate roles for each partner. The LSVC Director met with center staff to develop a grant application response. This draft was supplemented with key judicial and CDVA staff recommendations. The LSVC Director also conducted an independent study of similar supervised visitation programs in other jurisdictions. This information enhanced the quality of proposed programmatic elements. Additionally, the Directors discussed the application process and expectations with the potential members of the evolving collaboration. These representatives provided input in the initial development phase and feedback throughout the process. Recent

meetings among the Executive Directors, County representatives and local court representatives have led to the agreement reflected in this Memorandum and the submission of the grant application.

III. Roles and Responsibilities

Community Domestic Violence Agency

The CDVA Executive Director will provide co-leadership with the Director of the LSVC for all non-administrative duties related to developing a cross-agency collaboration among the child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates and community groups.

The CDVA training staff will provide up to three domestic violence awareness training sessions per year to the LSVC. Additional collaboration members will be invited to participate in these sessions.

Refer all domestic violence victims with children in need of supervised visitation or exchange services to LSVC and follow-up on the outcome of the referrals.

Promote training/education of local law enforcement agencies and court representatives regarding domestic violence issues and supervised visitation. The CDVA may enter into agreements with these agencies as to the number of training sessions to be provided.

Supervised Visitation Center

Dedicate X number of staff and volunteers to providing supervised visitation services to families impacted by domestic violence, child abuse, sexual assault and stalking.

Provide facilities (e.g. rooms, enclosed playground, etc.) for the program service objectives.

The Director will support the growth of the collaborative effort, and supervise all LSVC activities. Additionally, the Director will submit program evaluation information to local and national evaluators as required by the grantor.

Submit financial documentation for accounting as needed.

Maintain the confidentiality of individuals and families using the LSVC's services.

Local Court System

Submit referrals and relevant case information to LSVC, and follow-up on the outcome of the referrals.

Provide training for collaboration partners on the legal system and its role in working with victims of domestic violence, child abuse, sexual assault and stalking.

Continue to designate a representative and alternate representative to participate in the collaboration meetings.

County of _____

The County will act as the fiscal agent for the grant project and ensure compliance with the reporting requirements of the Office on Violence Against Women. Additionally, the County will support the collaboration efforts of the project by providing a conference room for monthly partner meetings.

IV. Time Line

The roles and responsibilities described above are contingent on the LSVC receiving the funds requested for this project in the OVW grant application. The beginning and end dates of this collaborative effort would coincide with the grant period, anticipated to be MM/DD/YY through MM/DD/YY.

Approval

We, the undersigned have read and agree with this MOU. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.

By _____
Director, Supervised Visitation Center
Violence Agency

By _____
Director, Community Domestic

Date _____

Date _____

By _____
County Official

By _____
Local Court Representative

Date _____

Date _____

APPENDIX C

SAMPLE BUDGET

**OMB Approval No. 1121-0188
Expires 5-98
(Rev. 12/97)**

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.

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

Name/Position

Computation

Cost

TOTAL _____

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

Name/Position

Computation

Cost

TOTAL _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List nonexpendable 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>
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items, such as books and 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>
---------------------	--------------------	-------------

TOTAL _____

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 _____

G. Consultants/Contractors - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

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

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (i.e., travel, meals, lodging)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

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>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, document 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>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

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.

Description

Computation

Cost

TOTAL _____

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 nonfederal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Nonfederal Amount _____

SAMPLE

REVISED 12/18/2004

Budget Detail Worksheet: Local or Tribal Implementation Grant

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.

(Example assumes a 24 month budget period)

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>
Project Director	$(\$60,000 \times 100\% \times 2)$	\$120,000
3 Visitation Monitors	$(\$25,000 \times 50\% \times 2 \times 3)$	\$ 75,000
	TOTAL	<u>\$195,000</u>

The Project Director will oversee all supervised visitation center(s) activity, provide supervision to the visitation monitors, and conduct case reviews on a monthly basis with project staff. The Project Director is also responsible for developing funding for the center. This individual will write monthly case reports and updates to be sent to judicial oversight committees. Visitation monitors will be present during child exchanges and visits between non-custodial parents and children. They will record details of the interactions between visiting family members, and submit that information to the Project Director.

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	$\$195,000 \times 7.65\%$	\$14,918
Retirement	$\$195,000 \times 6\%$	\$11,700
Health Insurance	$\$195,000 \times 12\%$	\$23,400
Workman's Compensation	$\$195,000 \times 1\%$	\$ 1,950
Unemployment Compensation	$\$195,000 \times 1\%$	\$ 1,950
	TOTAL	<u>\$53,918</u>

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., four people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OJP-TA	Unknown	Airfare	(\$560 x 4 people x 6 trips)	\$13,440
		Hotel	(\$100/night x 3 nights x 4 people x 6 trips)	\$ 7,200
		Meals	(\$50/day x 3 days x 4 people x 6 trips)	\$ 3,600
		Ground Transportation	(\$50/trip x 4 people x 6 trips)	\$ 1,200
			TOTAL	<u>\$25,440</u>

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 - Pentium III Processor	(\$2,500 x 2)	\$5,000
1 - Building Security System	(\$6,960 x 1)	\$6,960
3 - Metal Detector Wands	(\$250 x 3)	\$ 750

The computers will be used by the Project Director and Site Supervisor to record participant information, compose case notes and reports, and manage information on supervised visitation and safe exchange services. The building security system will be installed at the project site to ensure participant and staff safety. The metal detector wands will be used by the security staff and the site supervisor to inspect participants for weapons before they visit with or drop off children.

TOTAL \$12,710

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and 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	(\$55/mo x 24 mo)	\$1,320
Postage	(\$25/mo x 24 mo)	\$ 600
Training Materials		
- Parenting Class	(\$4/set x 100 sets)	\$ 400
Children's Books	(\$5 x 80 books)	\$ 400
Parenting Books	(\$20 x 15 books)	\$ 300
Snacks	(\$400/yr x 2 years)	\$ 800
Games, stuff animals, art supplies toys, and activities	Best Estimate	\$ 461
		TOTAL <u>\$4,281</u>

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the Site Supervisor and Project Director to conduct parenting classes for individuals who voluntarily participate in the program. The children's books will be available to family members for use during visits. The parenting books will be available to parents while they are at the center. Snacks will be made available to children who are visiting for more than one hour. One time purchase of games, toys, art supplies to be used by children that are waiting for parents.

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 <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 \$450 per day require additional justification and prior approval from OVW.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$250/day x 6 days)	\$ 1,500
John Doe	Personal Safety Trainer	(\$250/day x 6 days)	\$ 1,500
Security Guards	(2 guards @ \$13.00 per hour x 40 hrs per month x 24 months)		\$24,960

Licensed psychologist, specializing in domestic violence and child abuse cases, will supervise “therapeutic visits”, as needed. In addition, the psychologist will provide case consultation to center staff on a bi-weekly basis.

\$50 per hour x 3hrs per week x 104 weeks	\$15,600
\$50 per hour x 2hrs per biweekly x 52 weeks	\$ 5,200
Subtotal	<u>\$48,760</u>

Jane Doe, Domestic Violence Trainer, will be hired to assist with the education of new center staff, volunteers, local domestic violence advocates, court representatives, and law enforcement officers collaborating with the center. The training sessions will be held three times per year. John Doe, Personal Safety Trainer, will be hired to teach center staff and volunteers techniques for protecting themselves against physical assault and general safety tips. These training sessions will also be held three times per year. Independent security guards will be hired to support the center staff during visitation hours only.

Consultant Expenses: 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>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$500 x 6 trips	\$3,000
Hotel and Meals		(\$100/day x 12 days)	\$1,200
Mileage		(\$.34/mile x 25 miles x 6)	\$ 51
Subtotal			<u>\$4,251</u>

Jane Doe is expected to make up to six trips to provide training and technical assistance to the project. She will have an additional day included for travel purposes. John Doe is a local trainer, and will travel to and from the center using his own vehicle. He is expected to make six trips to the center or designated training site.

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>
24hour security monitoring with fire/police/panic alarm system	(\$60 x 24)	\$1,440

Subtotal \$1,440

TOTAL \$54,451

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>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$75/mo. x 24)	\$ 1,800
		TOTAL \$ 4,200

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>
No indirect cost is requested.		
		TOTAL \$0

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 requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$195,000</u>
B. Fringe Benefits	<u>\$ 53,918</u>
C. Travel	<u>\$ 25,440</u>
D. Equipment	<u>\$ 12,710</u>
E. Supplies	<u>\$ 4,281</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 54,451</u>
H. Other	<u>\$ 4,200</u>
Total Direct Costs	<u>\$350,000</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$350,000</u>
Federal Request	<u>\$350,000</u>
Non-Federal Amount	<u>\$ NA</u>

APPENDIX D

SAMPLE NON-SUPPLANTING LETTER

SAMPLE

[Applicant Letterhead]

[date]

**Diane M. Stuart
Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531**

Dear Ms. Stuart:

[Applicant] certifies that any funds awarded through the Safe Havens: Supervised Visitation and Safe Exchange Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]