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# OJP

Office on Violence Against Women

**Safe Havens:  
Supervised  
Visitation and  
Safe Exchange  
Grant Program**

**Fiscal Year 2003  
Solicitation**

LETTER OF INTENT DEADLINE:  
**January 15, 2003**

GMS REGISTRATION DEADLINE:  
**January 29, 2003**

APPLICATION DEADLINE:  
**February 12, 2003**

**U.S. Department of Justice  
Office of Justice Programs**  
810 Seventh Street, NW  
Washington, DC 20531

**John Ashcroft**  
*Attorney General*  
U.S. Department of Justice

**Deborah J. Daniels**  
*Assistant Attorney General*  
Office of Justice Programs

**Diane M. Stuart**  
*Director*  
Violence Against Women Office

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

**Office of Justice Programs  
World Wide Web Homepage:**  
*[www.ojp.usdoj.gov](http://www.ojp.usdoj.gov)*

**Violence Against Women Office  
World Wide Web Homepage:**  
*[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)*

**Safe Havens: Supervised Visitation and Safe Exchange Grant Program Application  
World Wide Web Homepage:**  
*[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)*

## **About the Office of Justice Programs**

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

## **About the Office on Violence Against Women**

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

## **Addressing Supervised Visitation and Safe Exchange**

The Safe Havens: Supervised Visitation and 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.<sup>1</sup> Even after separation, batterers often use visitation and exchange of children as an opportunity to inflict additional emotional, physical, and/or psychological abuse on victims and their children. Visitation and exchange services provided through the Supervised Visitation Program should reflect a clear understanding of the dynamics of domestic violence, sexual assault, stalking, the impact of domestic violence on children, and the importance of holding offenders accountable for their actions.

## **Availability of Funds**

**Funding for FY 2003 is contingent upon Congressional appropriation of funds for the Supervised Visitation Program.** Funds for this Program have not yet been appropriated for FY 2003. However, the Office has made the decision to post an advance solicitation of the Supervised Visitation Program to expedite the award process in the event that an FY 2003 appropriation occurs.

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

### **Award Period**

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

### **Award Amount**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. It is unlikely that OJP will make awards in excess of the amounts listed below:

Planning Projects	\$120,000
Implementation Projects	\$350,000

Applicants for multi-jurisdictional state implementation projects may apply for up to \$750,000.

### **Letter of Intent**

All applicants who intend to apply for funding under this grant program are encouraged to submit a non-binding **letter of intent**, included in Appendix A, to the Office by **January 15, 2002**. Applicants may fax the letter of intent to (202) 354-4129. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

### **Application Due Date**

Applications must be received by the close of business (5:30 p.m. EST) February 12, 2003 through the **Grants Management System (GMS) and by facsimile**. In addition, an original and 5 hard copies must be sent to the Office via overnight delivery with a postmark that is no later than February 12, 2003.

We recommend that you register through GMS no later than January 29, 2003, as you must receive confirmation that you are eligible to apply for funding prior to submitting an application on GMS.

### **Program Eligibility**

By statute, grants under the Supervised Visitation Program may be awarded to **states,<sup>2</sup> 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 entities to provide supervised visitation and safe visitation exchange of children by and between parents in situations involving domestic violence, child abuse, sexual assault, or stalking. All applicants are encouraged to enter into a collaborative working relationship with state or local courts and a non-profit, non-governmental entity in the local community served, including the state or tribal domestic violence coalition, faith-based organizations, state or tribal sexual assault coalition, local shelters, and programs for domestic violence and sexual assault victims.

**Applicants who received funding in FY 2002 are not eligible to apply for FY 2003 funds.**

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<sup>2</sup> 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, and the Northern Mariana Islands.

## **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, and the Trust Territory of the Pacific Islands. Local courts, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, non-governmental 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 Office for funding support.

## **Indian Tribes**

For the purposes of this grant 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 program and services provided by the United States to Indians because of their status as Indians (25 U.S.C. Section 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.

## **Types of Applicants**

There are two types of grants for which applicants may apply: implementation or planning grants. Applicants may only apply for one type of grant.

## **Implementation Grants**

Implementation grants may be awarded to assist applicants 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 implementation funding. However, multi-jurisdictional state initiatives must meet statutory and program requirements for each jurisdiction involved in the project.**

Implementation 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.

## **Planning Grants**

Planning grants may be awarded to assist applicants with the planning and development of a supervised visitation project.

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

- Funding a project coordinator;
- Coordinating and conducting planning meetings;
- Establishing collaborative partnerships;
- Developing a strategic plan for establishing visitation and exchange services;
- Developing standards and protocols; and
- Visiting model centers in other jurisdictions.

## **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.

### **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;<sup>3</sup>
- The extent to which the applicant demonstrates cooperation and collaboration with non-profit, non-governmental entities in the local community served, including the state or tribal domestic violence coalition, state or tribal sexual assault coalition, local shelters, and programs for domestic violence and sexual assault victims; and
- The extent to which the applicant demonstrates coordination and collaboration with state and local court systems, including mechanisms for communication and referral.

### **Minimum Requirements**

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 and protocols by which supervised visitation or safe visitation exchange will occur.

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<sup>3</sup> The term “underserved populations”, as defined in section 2003 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.

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.

Although applicants that provide these services may apply for funding through the Supervised Visitation Program, the application narrative must include information certifying that grant funds will only be used to support project activities which increase visitation and exchange options between custodial and non-custodial parents.

Projects that include funding for supervised visits and monitored exchanges of children in foster care, kinship care, or protective supervision are beyond the scope of the Supervised Visitation Program, and will **not** be considered for funding.

### **Activities that May Compromise Victim Safety**

Ensuring victim safety is a guiding principle of the Supervised Visitation Program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, failing to provide adequate security during supervised visits and exchanges may place victims at greater risk of continuing or escalating violence. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, peer review panels will evaluate an applicant's ability to demonstrate that they will not engage in the following activities:

- 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;
- Provision of services on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree; and
- Programs that exclude victims and their children from receiving services based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.

### **Review Process**

Subject to the availability of a Congressional appropriation for the Supervised Visitation Program, 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. The Office has adopted a numerical system for scoring all applications. Each substantive application requirement has been given a maximum point value. Applications for implementation grants can receive up to a total of 115 points. Applications for planning grants can receive up to a total of 100 points. The panels will evaluate all applications against criteria consistent with the statutory program considerations, minimum requirements, and the demonstrated ability of the applicant to increase the availability of supervised visitation and safe exchanges, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. Panels will also rate the proposed projects based on the criteria set forth in the *Application Content and Guidelines* section of this solicitation.

## **Application Content**

Applicants must complete each of the following sections as part of their proposals:

### **Application for Federal Assistance**

**(SF-424):** The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.527. 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 your agency. 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): 2 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;
- Name, address, phone number, and fax number for the visitation center(s) involved in the project;
- Memorandum of Understanding signatories; and
- Type of application (i.e., implementation or planning).

### **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.

**Project Narrative** should be double-spaced, typed on 8 1/2 x 11-inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

### **Need for the Project (not to exceed four pages): 10 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 demographic information in order to be as specific and detailed as possible when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information.

In addition, to facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant must show how the



proposed project would complement other initiatives supported with Federal funds. Applicants are therefore required to provide the following information in their application: a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose; information on any pending application(s) for Federal money for this or related efforts; how existing efforts would be coordinated with the funding sought through this application; and how the proposed project complements your state's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

### **What Will be Done (not to exceed five pages): 25 points**

**Planning grant applicants** should submit a statement describing how the proposed project would assist the jurisdiction(s) in addressing the identified need, the issues to be addressed during the planning process, and the expected outcomes. Applicants for planning grants should provide detailed information on the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each goal and objective, and include a time line that identifies when those activities will be accomplished. **Applicants should also include a letter certifying that the planning project will be developed to meet the statutory and minimum requirements of the grant program.**

**Implementation grant applicants** should submit a statement describing how the proposed collaborative project would assist the jurisdiction in addressing the identified need. Applicants for implementation grants should provide detailed information on the project goals and objectives, mechanisms for referral, describe the specific tasks and activities of each collaborative partner, and include a time line that identifies when the project activities will be accomplished. In addition, the applicants must include a description of services currently offered by the existing program and how these services will be enhanced by the proposed collaborative project.

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

- The extent to which the application clearly demonstrates development and/or implementation of a program to increase supervised visitation and exchange options for families with a history of domestic violence, 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 component, and general time line are clearly described.

### **Program Specifications (not to exceed 5 pages): 15 points [Note: Applicants for planning grants are not required to complete this section]**

Applicants for implementation grants 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**

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities and the collaborative relationship to be developed/enhanced. Per the requirements of VAWA 2000, applicants are required to coordinate with state or local courts and nonprofit, non-governmental domestic violence and/or sexual assault victim service programs. Applicants should identify the victim services program(s) partnering on the proposed project.

**The Products (not to exceed one page): 3 points**

This section should describe the tangible products that will be generated, (e.g., a video, a brochure, curriculum) and how they could be used to assist supervised visitation and safe exchange programs in other jurisdictions.

**Sustainability Plan (not to exceed one page): 10 points**

Applicants are required to include a plan describing their willingness and capacity to continue the project after VAWA grant funds are no longer available. **Continuation or supplemental funding is not guaranteed** and applicants are, therefore, encouraged to seek additional means of support to sustain their current projects.

**Budget Detail: 20 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 **must include** compensation for all services rendered by project partners, including non-profit, non-governmental domestic violence victim services programs and state and tribal domestic violence coalitions.

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.

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 Office.

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](http://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): 20 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); non-profit, non-governmental domestic violence victim advocacy organizations, faith-based organizations, women’s groups or community organizations that represent the views and concerns of domestic violence survivors; 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. Only applicants for planning grants may submit Letters of Intent to Collaborate in lieu of an MOU.

All applicants are required to enter into formal collaborations with state or local courts and a nonprofit, non-governmental organization serving victims of domestic violence and/or sexual assault. Community-based domestic violence victim 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, non-governmental domestic violence, and/or sexual assault victim services program.

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.

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

**Requirements (Form 4061/16)** Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. NOTE: If the authorizing official is not the individual submitting the application in GMS, be sure the correct authorizing official information has been entered.

### **Letter of Nonsupplanting**

A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application.

### **Indirect Cost 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 the Office, the primary Supervised Visitation Program technical assistance provider, and other OJP-designated technical assistance contractors. Grant recipients will be asked to identify advocates from local domestic violence victims 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.

### **Program Reporting Requirements**

As a special condition to any awards made under the Supervised Visitation Program, grantees will be required to cooperate with the Office, other DOJ components, and designated contractors on officially sponsored evaluation initiatives.

In addition, grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. **Funds may be withheld if reports are not submitted on time.** Grant recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information of these reporting requirements will be provided to successful applicants in the award package.

### **Performance Measures**

There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)** which 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: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

Second, as a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their projects, and the Attorney General must now report to Congress on the effectiveness of each grant program. Therefore, grantees funded under the Supervised Visitation Program must collect data that measures 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. Specifically, OJP is seeking data that includes baseline information to illustrate the effectiveness before and after implementation of any grant supported activities. By statute, information that the grant must collect includes:

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

The number of parental abductions in jurisdictions served by visitation programs;  
The number of security problems which occur during supervised visitations and safe exchanges; and  
The number of cases referred to supervised visitation programs by civil, criminal, or family courts.

### **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>.

### **Civil Right Compliance**

All recipients of Federal grant funds are required to comply with non-discrimination requirements contained in various Federal laws. 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 OJP's Office of Civil Rights. All applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

### **How to Apply**

Applicants must submit a fully executed application to the Office on Violence Against Women through the **GMS**, as well as the required supporting documentation. The following documents must be submitted online via **GMS**:

- The SF-424
- Certifications and Assurances
- The Abstract and Project Narrative
- The Budget Detail

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

- An MOU (for implementation applications) or Letter of Intent to Collaborate (for planning applications)
- A Current Indirect Cost Rate Agreement (if applicable)
- The Letter of Non-Supplanting

Detailed instructions on how to use the **GMS** system to submit your application online are available at the Office's website: [www.usdoj.gov/vawo](http://www.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.

To help expedite the peer review process,  
the original and 5 complete copies of the  
application must be mailed overnight to:

Office on Violence Against Women  
U.S. Department of Justice  
Office of Justice Programs  
810 Seventh Street, N.W.  
Washington, D.C. 20001

**Application Due Date**

Applications must be received by the close of business (5:30 p.m. EST) on February 12, 2003 through the **GMS and by facsimile**. In addition, an original and 5 hard copies must be sent to the Office via overnight delivery with a postmark that is no later than February 12, 2003.

We recommend that you register through **GMS** no later than January 29, 2003 as you must receive confirmation that you are eligible to submit an application prior to submitting one.

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

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## **APPENDIX A**

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**Letter of Intent**



**Office of Justice Programs  
810 Seventh Street, NW  
Washington, DC 20531**

**To Whom It May Concern:**

**I intend to apply for funds under the Safe Havens: Supervised Visitation and Safe Exchange Grant Program of the Violence Against Women Office.**

**Organization:**

**Address:**

**Name:**

**Position:**

**Date:**

**Phone:**

**FAX:**

**E-mail:**

**Type of Application:**     **Planning**  
                                      **Implementation**

**Please FAX to 202/354-4129 or  
Please submit by January 15, 2003**

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## **APPENDIX B**

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### **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](http://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 2003 Safe Havens: Supervised Visitation and Safe Exchange Grant Program solicitation and begin working on it so that your registration will be sent to the Violence Against Women Office. 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 VAWO 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 letter, letter(s) of support and Certification of Compliance) must be faxed to (202) 354-4147 and (202) 354-4149. 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.*

All applicants including current grantees, intending to apply for this funding are encouraged to submit the non-binding letter of intent included in Appendix A to the VAWO by *January 15, 2003*. You may fax the letter to VAWO at (202) 354-4129. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Please note that final applications are due *February 12, 2003*, and will be accepted through the Office of Justice Program's online *Grants Management System (GMS)* and accepted by overnight delivery with a postmark that is no later than *February 12, 2003*. *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.

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## **APPENDIX C**

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**Sample Memorandum of Understanding  
(Or Sample Letter of Intent to Collaborate)**

## **Sample Letter of Collaboration**

**Dear VAWO Representative,**

**This letter confirms Community Domestic Violence Agency's (CDVA) intent to collaborate with the Supervised Visitation Center (SVC) to plan and develop visitation and exchange services for victims of domestic violence, child abuse, sexual assault, and stalking. As part of the planning process, CDVA intends to enter into a memorandum of understanding with SVC and all other partners to implement the supervised visitation plan. CDVA completed a needs assessment last year to determine the gaps in visitation and exchange service provision. The outcome of this assessment indicated a need for improved methods of providing supervised visitation and exchanges. The assessment confirmed that battered individuals and their children were at risk for further abuse because of the lack of safe supervision and exchange sites.**

**As a result of this assessment, CDVA is committed to supporting the SVC's Project Coordinator in creating a safe place for visitation and exchanges. CDVA's Executive Director will consult with the Project Coordinator to ensure that victim safety is not compromised by using the center. Additionally, CDVA staff members will have an opportunity to participate on a committee researching existing supervision centers and best practice methods with a domestic violence focus. A function of this committee is the development of a time-line and task plan for the implementation of a supervised visitation center. This committee will also provide training to all staff and volunteers hired to work in the center. As the project becomes more defined, CDVA intends to fulfill any other appropriate roles determined by the Project Coordinator and Executive Director.**

**After the center becomes operational, CDVA will provide training and consultation services on an as needed basis. CDVA will also refer clients to the center for supervised visitation and exchange services. The Executive Director and designated staff person will also participate on the SVC advisory board. CDVA is committed to the development and successful implementation of the Supervised Visitation Center.**

**Sincerely,**

**CDVA Executive Director**

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## Appendix D

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### Sample Budgets

**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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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**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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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**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>
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**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>
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**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.**

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
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**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.**

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
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**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.**

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
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**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>
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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>
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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>
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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.**

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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**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.**

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

**Federal Request** \_\_\_\_\_

**Nonfederal Amount** \_\_\_\_\_

# **SAMPLE**

REVISED 03/13/02

## **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 x 100% x 2)	\$120,000
3 Visitation Monitors	(\$25,000 x 50% x 2 x 3)	\$75,000

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 x 7.65%	\$14,918
Retirement	\$195,000 x 6%	\$11,700
Health Insurance	\$195,000 x 12%	\$23,400
Workman's Compensation	\$195,000 x 1%	\$ 1,950
Unemployment Compensation	\$195,000 x 1%	\$ 1,950
	<b>TOTAL</b>	<b><u>\$53,918</u></b>

**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.**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
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
		<b>TOTAL</b>		<b><u>\$25,440</u></b>

**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.**

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
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

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.

**TOTAL \$4,281**

**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 \$0**

**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 OJP.**



<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

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.

Subtotal \$48,760

**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

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.

Subtotal \$4,251

**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.**

**Item**

**Cost**

**Monthly 24hr. Security Monitoring of Security System (\$60 x 24) \$1,440  
24hour security monitoring with fire/police/panic alarm system.**

**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.**

<b><u>Description</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
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.**

<b><u>Description</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
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>
<b>Total Direct Costs</b>	<b><u>\$350,000</u></b>
I. Indirect Costs	<u>\$ 0</u>
<b>TOTAL PROJECT COSTS</b>	<b><u>\$350,000</u></b>
<b>Federal Request</b>	<b><u>\$350,000</u></b>
<b>Non-Federal Amount</b>	<b><u>\$ NA</u></b>

# SAMPLE REVISED 3/18/02

## Budget Detail Worksheet: Local or Tribal Planning 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 an 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 Coordinator	$(\$50,000 \times 50\% \text{ of time} \times 2)$	\$50,000

The Project Coordinator is responsible for program research, design, and development. This includes gathering information through site visits to existing programs, participation in relevant training sessions, and independent research on issues connected to supervised visitation and exchange services. The Project Coordinator is responsible for building a collaborative between the planned supervised visitation center, the local court system, area domestic violence victim advocates, child protective services providers, law enforcement and client/participant representatives. The Project Coordinator is responsible for locating a site to provide supervised visitation services. Additionally, this individual will hire and supervise all staff necessary for program implementation.

**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	$\$50,000 \times 7.65\%$	\$3,825
Retirement	$\$50,000 \times 6\%$	\$3,000
Health Insurance	$\$50,000 \times 12\%$	\$6,000
Workman's Compensation	$\$50,000 \times 1\%$	\$500
Unemployment Compensation	$\$50,000 \times 1\%$	\$500
	<b>TOTAL</b>	<b><u>\$13,825</u></b>

**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 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	(\$575 x 6 people x 4 trips)	\$13,800
		Hotel	(\$100/night x 3 nights x 6 people x 4 trips)	\$ 7,200
		Meals	(\$46/day x 4 days x 6 people x 4 trips)	\$4,416
		Ground Transportation	(\$50/trip x 6 people x 4 trips)	\$1,200
Site Visits	Unknown	Airfare	(\$575 x 4 people x 3 trips)	\$6,900
		Hotel	(\$100/night x 2 nights x 4 people x 3 trips)	\$2,400
		Meals	(\$46/day x 3 days x 4 people x 3 trips)	\$1,656
		Ground Transportation	(\$50/trip x 3 people x 3 trips)	
<b>TOTAL</b>				<b><u>\$38,022</u></b>

The Project Director is responsible for inviting representatives from the collaborative to attend conferences and training sessions sponsored by the Violence Against Women Office. The participant team should include individuals from the local courts, law enforcement, domestic violence advocates, community/family members, and child protection advocates. The Project Director and key members of the collaborative will conduct site visits at model supervised visitation programs.

**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>
1 - Pentium III Processor (w/ printer)	(\$2,500 x 1)	\$2,500

The computer will be used by the Project Coordinator to produce correspondence supporting the supervised visitation center's development. A computer is critical in facilitating the creation and maintenance of a collaborative that supports supervised visitation and safe exchanges. Additionally, this computer will be linked to the Internet, providing access to information and people involved with supervised visitation around the world.

**TOTAL     \$2,500**

**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	(\$50/mo. x 24 mo.)	\$1,200
Postage	(\$20/mo. x 24 mo.)	\$480
Collaborative Meeting Supplies	(\$60/mo. x 24 mo.)	\$1,440
Training Retreat Supplies	(\$250/day x 2 days x 4 retreats)	\$2,000
Training Curriculum	(\$349 x1) Best Estimate	\$349

Office supplies and postage are needed for general operations and program development. A meeting will be held each month for the collaborative members. The Training Retreats will be held throughout the first year of the collaborative. The purpose of these sessions is to familiarize all of the collaborative members with the elements involved with domestic violence and supervised visitation.

**TOTAL \$5,469**

**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>
		<b>TOTAL <u>\$0</u></b>

**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 OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$400/day x 2 days)	\$800
John Roe	Child Protective Services Trainer	(\$400/day x 2 days)	\$800
Phil Ma	Law Enforcement DV Response Unit Trainer	(\$400/day x 2 days)	\$800
Pam Mo	Local Court DV and Family Court Trainer	(\$400/day x 2 days)	\$800

Throughout the first year of planning, the collaboration members will meet for quarterly retreats. The purpose of these retreats is to educate the members about each group's role in eliminating domestic violence and providing safe supervised visitation services. Jane Doe will focus on domestic violence advocacy; John Roe will focus on child abuse and neglect issues; Phil Ma will focus on law enforcement and domestic violence; and, Pam Mo will focus on the court's role. Each training session will last two days.

Subtotal     \$3,200

**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>
Mileage		(\$.35/mile x 30 miles x 2 x 4)	\$84

Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project. John Doe is a local trainer, and will travel to and from the center using his own vehicle. He is expected to make four trips to the center or designated training site.

Subtotal     \$ 84

**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>
Not applicable	
	Subtotal <u>    \$0</u>

**TOTAL \$3,284**

**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
Internet Service	(\$50/mo. x 24)	\$ 1,200
<b>TOTAL</b>		<b><u>\$ 5,400</u></b>

**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.		
<b>TOTAL</b>		<b><u>\$0</u></b>



**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>\$50,000</u>
B. Fringe Benefits	<u>\$ 13,825</u>
C. Travel	<u>\$ 38,022</u>
D. Equipment	<u>\$ 2,500</u>
E. Supplies	<u>\$ 5,469</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 3,284</u>
H. Other	<u>\$ 5,400</u>
<b>Total Direct Costs</b>	<b><u>\$118,500</u></b>
I. Indirect Costs	<u>\$ 0</u>
<b>TOTAL PROJECT COSTS</b>	<b><u>\$118,500</u></b>
<b>Federal Request</b>	<b><u>\$118,500</u></b>
<b>Non-Federal Amount</b>	<b><u>\$ NA</u></b>

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## **Appendix E**

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### **Sample Non-Supplanting Letter**

# **SAMPLE**

[Applicant Letterhead]

[date]

**Deborah J. Daniels  
Assistant Attorney General  
Office of Justice Programs  
810 7th Street, NW  
Washington, DC 20531**

**Dear Ms. Daniels:**

**[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 for the purpose of providing training for law enforcement officers, prosecutors and relevant officials of Federal, State, tribal or local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals. 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]**