

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



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# OVW Fiscal Year 2013 Court Training and Improvements Program

## Eligibility

Applicants are limited to limited to Federal, State, Tribal, Territorial,  
or local courts or court-based programs.  
(See "Eligibility," pages 5-7)

## Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 11, 2013  
(See "Deadlines: Application," page 5)

**Registration:** To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with **Grants.gov** well in advance of the application deadline.  
(See "Deadlines: Registration," page 5)

**Letters of Intent:** To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted to [OVW.CourtsProgram@usdoj.gov](mailto:OVW.CourtsProgram@usdoj.gov) by **February 25, 2013**. Please note that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply.  
(See "Deadlines: Letter of Intent," page 5)

## **Contact Information**

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

**In Fiscal Year 2013, OVW applications will be submitted through Grants.gov. For technical assistance with Grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.**

**Grants.gov Number assigned to announcement OVW-2013-3395**

**It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2013.**

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# OVW Court Training and Improvements Program (CFDA 16.013)

## Overview

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

## About the OVW Court Training and Improvements Program

The Court Training and Improvements Program (Courts Program), created by the Violence Against Women Act of 2005 (VAWA 2005)<sup>1</sup>, recognizes that judicial education and specialized court processes play an integral role in creating an effective response to the crimes of sexual assault, domestic violence, dating violence, and stalking.<sup>2</sup> As knowledge about violence against women has grown, it has become clear that the most effective response is created when all parts of the justice system must coordinate and collaborate to respond to these crimes.<sup>3</sup> Jurisdictions where courts have consolidated domestic violence calendars, developed specialized domestic violence courts, and increased both pre- and post-conviction supervision of defendants result in an increase in successful prosecution of domestic violence.<sup>4</sup> All parts of the justice system should work together to examine the system's response to sexual and domestic violence and promote cooperation between the courts, other criminal justice agencies, and community programs through coordinated community response initiatives.<sup>5</sup>

In addition, courts that have adopted a specialized approach in the handling of domestic violence cases are seeing significant improvements in victim safety and offender accountability, decreases in re-offenses and re-abuse, and more efficient case-flow processing.<sup>6</sup> OVW recognizes that there are several types of domestic violence court models and considers the Unified Family Court

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<sup>1</sup> Codified at 42 U.S.C. ' 14043 et seq.

<sup>2</sup> The terms domestic violence, dating violence, sexual assault and stalking are defined in 42 U.S.C. ' 13925 (a), which can be found on the OVW website at [http://www.usdoj.gov.ovw/docs/overarching\\_definition.pdf](http://www.usdoj.gov.ovw/docs/overarching_definition.pdf).

<sup>3</sup> Emily Sack, *Creating A Domestic Violence Court: Guidelines and Best Practices*, Family Violence Prevention Fund (2002).

<sup>4</sup> See discussion in 2010 Biennial Report to Congress on the Effectiveness of Grant Programs Under the Violence Against Women Act.

<sup>5</sup> Id. at 2010 Biennial Report to Congress

<sup>6</sup> Andrew Klein , *Practical Implications of Current Domestic Violence Research: For Law Enforcement, Prosecutors and Judges*, National Institute of Justice (June 2009).

model<sup>7</sup>, the Coordinated Court model<sup>8</sup> and the Integrated Court model<sup>9</sup> as examples of ways courts can address the complicated issues that families face, such as visitation and custody, in a more comprehensive manner.

These model courts tend to be a more efficient structure for addressing the comprehensive issues that face families dealing with abuse. Given that sexual assault often co-occurs within domestic violence, there is an increasing need for courts with the capability to operate a centralized or coordinated system for handling non-stranger adult-on-adult sexual assault cases. There continues to be a need for stronger case coordination, specialized intake processes, judicial monitoring, and ongoing training for judges handling sexual and domestic violence cases.

In order to significantly improve internal civil and criminal court functions, court-based and court-related personnel must be educated on sexual assault, domestic violence, stalking and dating violence. Research indicates that mandatory and ongoing training for judges in domestic violence cases enables them to become more sensitive to the needs of victims and understanding of the dynamics of domestic violence.<sup>10</sup> Judges have also acknowledged that better training on the unique challenges and varying types of adult victim sexual assault cases would significantly improve their decision-making skills when presiding over these cases.<sup>11</sup> Through specific training, judges and other court personnel can work with their communities to develop specialized practices and utilize educational resources that will result in significantly improved responses to sexual assault, domestic violence, dating violence and stalking cases, ensure offender accountability, and promote informed judicial decision-making.

This Courts Program creates a unique opportunity for Federal, State, Tribal, Territorial, and local courts or court-based programs to significantly improve court responses to sexual assault, domestic violence, dating violence and stalking cases by creating dedicated court dockets, specialized courts, and enhanced court procedures, and by providing key opportunities for training to ensure victim safety and offender accountability.

**Please read the Courts Program Solicitation in its entirety before beginning your application.** It is the responsibility of the applicant to ensure that the application is complete and that all eligibility requirements have been met at the time of application submission. OVW will remove an application from consideration, prior to peer review, if it is incomplete. Final award decisions are not appealable.

For additional information on the Courts Program, including what past Courts Program grantees have accomplished with their grant funds and to view the Courts Program performance measures, see <http://muskie.usm.maine.edu/vawamei/courtsmain.htm>.

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<sup>7</sup> Unified Family Court model - all civil matters involving the same family are assigned to a single judge. Criminal matters are assigned separately.

<sup>8</sup> Coordinated Court model - both criminal domestic violence and related civil matters are assigned to the same court division but not to the same judge.

<sup>9</sup> Integrated Domestic Violence Court model - one judge handles criminal domestic violence cases and the accompanying civil matters.

<sup>10</sup> Susan Keilitz, *Specialization of Domestic Violence Case Management in the Courts: A National Survey*, National Institute of Justice (2004).

<sup>11</sup> Lynn Hecht Schafran, Esq. and Claudia J. Bayliff, Esq., *Judges Tell: What I Wish I Had Known Before I Presided In An Adult Victim Sexual Assault Case*, National Judicial Education Program (2010).

## Deadlines

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on March 11, 2013**. Applications submitted after **11:59 p.m. E.T. on March 11, 2013** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 17 of this solicitation.

**Failure to begin the registration or application submission process in sufficient time is not a suitable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to submit applications. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least a minimum 6 hours before the deadline.**

Note: For applicants without Internet access, who cannot submit an application electronically, please contact **Krista Blakeney-Mitchell at (202)307-6026** no later than March 1, 2013 to request permission to submit an application by alternative means.

### Registration

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

A new Fiscal Year (FY) 2013 requirement for registering with Grants.gov is that your organization must register with the System for Award Management (SAM). Please note that applicants formerly used the Central Contractor Registration (CCR) database for this purpose. SAM is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be registered and current with the SAM registration, and with **Grants.gov** prior to submitting an application. Applicants should begin the process immediately to meet the **Grants.gov** registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by **February 25, 2013** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and **Grants.gov**, please see the How To Apply section on page 15.

### Letter of Intent

If you intend to apply for FY 2013 funding under this program, we encourage you to submit a letter stating your intent to apply. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at [OVW.CourtsProgram@usdoj.gov](mailto:OVW.CourtsProgram@usdoj.gov) by **February 25, 2013**. **This letter will not obligate you to submit an application.** You may submit an application for funding even if you do not submit a Letter of Intent.

## Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### Eligible Entities

Eligible entities for this program are:

- Federal, State, Tribal, Territorial, or local courts; or
- Federal, State, Tribal, Territorial, or local court-based programs.

### Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the Courts Program must also meet the requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2013 application.

#### Certification of Eligibility

To be eligible to receive funding through this program, applicants must certify, in writing:

- (A) that any courts or court-based personnel working directly with or making decisions about adult or youth parties experiencing sexual assault, domestic violence, dating violence, and stalking have completed or will complete education about sexual assault, domestic violence, dating violence, and stalking; and
- (B) the applicant's internal organizational policies, procedures, or rules do not require mediation or counseling between offenders and victims physically together in cases where sexual assault, domestic violence, dating violence, or stalking is an issue.

The **chief court administrator or chief judicial officer** of the Federal, State, Tribal, Territorial, or local court or court-based program that is submitting the application must certify in writing that the conditions listed above are met. Certification must be submitted on agency letterhead and **included with the application. Applications submitted without a certification letter will not be forwarded to peer review.**

### Types of Applicants

#### A. New or Continuation Applicants

In FY2013, OVW will accept applications for the Courts Program from the following:

New: applicants who have neither an open Courts Program award nor have an award that was closed in 2012.

Continuation: applicants who have an open Courts Program award and/or an award that was closed within the last 12 months.

Courts Program grant recipients who received funding for 36 months in FY 2011, or 24 or 36 months in 2012 are NOT eligible to apply.



**B. Sub-Type**

In FY 2013, OVW will accept new and continuation applications for the Courts Program from courts and court-based programs proposing specialized court infrastructure development or supplemental judicial and court staff training projects. For the purposes of this program, **applicants proposing development projects are:**

- 1) courts or court-based program applicants that have no existing specialized court or court docket that exclusively handles sexual assault, domestic violence, dating violence or stalking cases and seek to develop a specialized court or docket;
- 2) court programs currently operating under a dedicated domestic violence docket that seek to expand and develop a dedicated domestic violence court; or
- 3) dedicated domestic violence courts within Federal, State, Tribal, Territorial or local jurisdictions that seek to enhance and expand to a more specialized domestic violence court infrastructure (e.g., Unified, Coordinated or Integrated Court system).

OVW will also accept new and continuation **applications from courts and court-based programs who partner with a nonprofit victim services organization proposing supplemental training projects** seeking funding to develop training curricula and/or provide judicial education resources to court staff including judges and/or court personnel at the local, Territorial, Tribal, State or Federal levels.

OVW has determined that applicants for the Courts Program must also identify as one of the sub-types listed below.

<i>Type of Grant</i>	<i>Type of Project</i>	<i>Budget Period</i>
<b>Development</b>	Sexual Assault or Domestic Violence Docket	<b>36 Months</b>
<b>Development</b>	Dedicated Sexual Assault or Domestic Violence Court	<b>36 Months</b>
<b>Development</b>	Specialized Court Enhancement	<b>36 Months</b>
<b>Supplemental Training</b>	<b>Judicial Education and/or Staff Training</b>	<b>24 Months</b>

**Award Information**

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

**Availability of Funds**

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

### Award Period

The award period for these grants will be 24 months for supplemental training projects and 36 months for development projects. **All budgets must reflect 24 or 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 or 36 months.**

### Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Courts Program for FY 2013 will be made for up to \$450,000.

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

Funding levels under the Courts Program for FY 2013 are as follows:

<i>Type of Applicant</i>	<i>Type of Project</i>	<i>Total Budget</i>
<b>Development</b>	Sexual Assault or Domestic Violence Docket	<b>\$100,000</b>
<b>Development</b>	Dedicated Sexual Assault or Domestic Violence Court	<b>\$450,000</b>
<b>Development</b>	Specialized Court Enhancement	<b>\$450,000</b>
<b>Supplemental Training</b>	<b>Judicial Education and/or Staff Training</b>	<b>\$50,000</b>

**Note:** Development applicants are limited to expending no more than \$50,000 in the planning phase of the project as outlined in the budget section on page 23 of the solicitation.

## Program Scope

Activities supported by the Courts Program are determined by statute, Federal Regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, and the conditions of the recipient's award.

### Purpose Areas

In FY 2013, funds under the Courts Program may be used for the following purposes:

- Improving internal civil and criminal court functions, responses, practices, and procedures;
- Educating court-based and court-related personnel on issues relating to victims' needs, including safety, security, privacy, confidentiality, and economical independence, as well as information about perpetrator behavior and best practices for holding perpetrators accountable;
- Collaborating and training with Federal, State, Tribal, Territorial, and local public agencies and officials and nonprofit, nongovernmental organizations to improve implementation and enforcement of relevant Federal, State, Tribal, Territorial and local law;

- Providing technical assistance to Federal, State, Tribal, Territorial, or local courts wishing to improve their practices and procedures or to develop new programs; and
- Enabling courts or court-based or court-related programs to develop new or enhance current—
  - Court infrastructure (such as specialized courts, dockets, intake centers or interpreter services);
  - Community-based initiatives within the court system (such as court watch programs, victim assistance, or community-based supplementary services);
  - Offender management, monitoring, and accountability programs;
  - Safe and confidential information-storage and -sharing databases within and between court systems;
  - Education and outreach programs to improve community access, including enhanced access for underserved populations; and
  - Other projects likely to improve court responses to sexual assault, domestic violence, dating violence, and stalking.<sup>12</sup>

### **Mandatory Program Requirements**

An applicant who fails to include these requirements in its application, and is chosen for funding, will be required to incorporate all of these activities into their project. The program requirements for development and supplemental training projects are described below.

#### A. Development Grant Projects:

OVW will consider a court or court-based program applicant seeking funding to develop and implement a specialized docket or court (e.g., domestic violence court model) as a candidate for a development grant. Development grants will be divided into a planning phase and an implementation phase over a 36-month period.

- 1) **Planning Phase:** Applicants must allocate a set amount of funds (up to \$50,000) for the planning phase of the grant. Jurisdictions selected to develop projects will work with OVW and OVW-designated judicial technical assistance providers to establish the foundation for developing a specialized docket or court infrastructure, or an integrated court system for handling sexual assault, domestic violence, dating violence and/or stalking cases. (See Glossary at page 47.) Applicants for development funding must set aside no less than 6 but not more than 12 months for the planning phase. Proposed activities must include, but are not limited to, the following:
  - Establishing an advisory/consulting committee comprised of the project partner/s as identified in the MOU or Letters of Support;
  - Coordinating and conducting planning meetings;
  - Hiring a case manager or docket coordinator;
  - Participating in site visits to established OVW-identified sexual assault or domestic violence courts;
  - Participating in OVW-sponsored technical assistance events;
  - Developing specialized court policies and protocols; and
  - Consulting with one or more of the OVW-designated technical assistance providers.

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<sup>12</sup> 42 USC 14043.

- 2) Implementation Phase: Upon successfully completing the planning phase, Development Grant projects will begin implementing specialized court services over the remainder of the project period. During this phase, grantees will continue to work with OVW and OVW-designated judicial technical assistance providers to implement or enhance their specialized court projects.
- 3) **Applicants proposing development projects should also indicate how core services to victims such as court access and information services for victim litigants would be improved and retained through this project.**

Types of Development Grant Projects:

Applicants may propose projects that specifically address the needs of their court. In addition, below are three examples of project types that can be addressed with Courts Program funding. Applicants that choose to propose one or more of these project types must address the foundational criteria that is outlined in each of the project descriptions below.

1. Sexual Assault or Domestic Violence Docket

The protection order<sup>13</sup> docket is often the point of entry for victims into the judicial system, and litigants in these cases frequently appear pro se.<sup>14</sup> With this model, **the court docket only addresses orders of protection** for sexual assault and/or domestic violence cases. Petitions for protection orders and the hearings alleging violations of protection orders make up the court's sexual assault or domestic violence docket. In larger jurisdictions, these cases are assigned to one judge who only handles protection orders. In smaller jurisdictions, the assigned judge may have other types of cases, but the protection order caseload is maintained separately as a specialized docket. Together with judges and court personnel trained in sexual assault and/or domestic violence issues, this model promotes victim safety, offender accountability, and informed judicial decision-making. Applicants proposing this project must include a case coordinator to manage scheduling of the court docket/calendar.

This project must also include the following foundational criteria:

- A weekly or daily dedicated docket or specialized court calendar for handling sexual assault or domestic violence related civil or criminal protection orders;
- Entry of protection orders into a state or local database;
- Full-time specialized judge or judges (who rotate through the docket) to hear sexual assault or domestic violence cases;
- Effective case monitoring and compliance follow-up;
- On-site victim advocacy services;
- Ongoing judicial education and court personnel training in domestic violence issues and promising practices (in coordination with designated OVW Judicial Technical Assistance Providers); and
- Extensive collaboration with agencies and community-based organizations, in an effort to strengthen the entire community's response to domestic violence.

**For the purposes of this program, a domestic violence court project that proposes less than a full-time domestic violence court calendar and/or assigned judicial operating staff will be reviewed as a domestic violence “docket” project.**

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<sup>13</sup> See Glossary of Terms.

<sup>14</sup> Sack, *supra* note 4 at 24.

## 2. Dedicated Sexual Assault or Domestic Violence Court

A dedicated sexual assault or domestic violence court exclusively hears these cases, with screening mechanisms established by the prosecutor or court clerks to identify eligible cases. With this model there is a designated schedule for hearing sexual assault or domestic violence related matters every day or during designated weeks that **includes orders of protection as well as other related matters.**

This project must include the following foundational criteria:

- A full-time dedicated docket or specialized court calendar for handling sexual assault or domestic violence related civil or criminal protection orders and related family matters;
- Entry of protection orders into a state or local database;
- Full-time specialized judge or judges (who rotate through the docket) to hear sexual assault or domestic violence cases;
- Effective case monitoring and compliance follow-up;
- A Case Coordinator to manage scheduling of the court docket/calendar;
- On-site victim advocacy services;
- Ongoing judicial education and court personnel training in domestic violence issues and promising practices; and
- Extensive collaboration with agencies and community-based organizations, in an effort to strengthen the entire community's response to sexual assault or domestic violence.

Applicants proposing to implement one of the three most common court models – the Unified Family Court, the Coordinated Court, or the Integrated Court-- should plan to engage in the following activities:

- Establishing a local working group to create policies and procedures to guide planning and implementation of the specialized court;
- Creating an administrative process for identifying eligible (e.g., a State or local domestic violence registry linked with a court database) cases and ensuring individual cases remain distinct and are not consolidated;
- Assigning a single judge to handle civil and/or criminal matters;
- Working closely with legal stakeholders (i.e., prosecutors, defense attorneys, family court attorneys, guardians ad litem, etc.) to ensure representation for all litigants;
- Creating a process of judicial monitoring of offenders in both criminal and civil cases;
- Training and education for judges and court personnel to keep all staff informed of the latest research and best practices in the field in coordination with OVW-designated judicial technical assistance providers (see Appendix B);
- Establishing and implementing a unified and comprehensive database that captures information regarding services and compliance;
- Reviewing existing security procedures and protocols to ensure sufficient security personnel, safe waiting areas for victims and separate areas for offenders;
- Ensuring that appropriate levels of confidentiality of court records and proceedings are maintained; and
- Facilitating immediate access to victim advocates who provide victims safety planning, counseling, and access to social services.

### 3. Specialized Court Enhancement

Specialized Domestic Violence Courts<sup>15</sup> consist of specific infrastructure and procedural practices for handling sexual assault and/or domestic violence cases. This court model eliminates the traditional system of multiple judges and attorneys handling different aspects of a single case. Specialized processes and services that promote enhanced services for sexual assault and domestic violence victims can include the expansion of an existing domestic violence court that involves developing a specialized process for handling sexual assault cases. Other specialized processes and services that can improve court responses to victims of sexual and domestic violence include but are not limited to:

- Intake units for protection order cases;
- Screening tools to track incidents of sexual assault in domestic violence cases;
- Crisis intervention advocacy;
- Interpreter services with expertise or training in sexual assault and/or domestic violence;
- Case coordination mechanisms to identify, link, and track cases involving the same parties or their children;
- Judicial review calendars or other mechanisms to monitor compliance with court orders; and
- Coordinated data systems with real time access to Federal, State and local civil and criminal case information.

#### Technical Assistance for Development Projects

Sexual assault, domestic violence, dating violence and stalking are serious crimes that have life altering impact on victims, for whom inappropriate responses can increase danger or even lead to death. For this reason, OVW considers judicial and court personnel training and technical assistance a vital component of any project that seeks to address sexual assault, domestic violence, dating violence or stalking. Applicants proposing a development project are required to set aside at least \$15,000 of the total budget for OVW training and technical assistance. These funds will be used over the 36-month period of the grant project. Grant recipients who fail to participate in OVW-sponsored training and technical assistance may not be eligible for future funding under this program. Participation includes, but is not limited to, sending judicial officers and other court staff to OVW-sponsored training events.

#### B. Supplemental Training Grant Projects:

OVW will consider a court or court-based applicant, who partners with a nonprofit organization and seeks funding to develop training curricula and/or provide judicial education resources to court staff at the local, Tribal, Territorial, State, or Federal levels, as a candidate for a supplemental training grant. The award period for supplemental training projects will be 24 months.

Funding for judicial education and court personnel training will support projects seeking to provide training resources to court staff, including but not limited to, judges, court administrators, advocates, and case managers. Funding will support:

- 1) court staff participation in national training fora sponsored by OVW; and
- 2) customized local and statewide trainings in coordination with OVW designated technical assistance providers. (See Appendix B, OVW-designated Judicial Technical Assistance Providers.)

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<sup>15</sup>Susan Keilitz, *Specialization of Domestic Violence Case Management in the Courts: A National Survey*, National Center for State Courts (2001). In 2000, there were over 150 specialized domestic violence courts nationwide.



OVW will also consider applications from courts and court-based programs partnering with nonprofit organizations that propose to develop technical assistance targeting one or more of the following areas:

- Sexual assault training for Federal and military judicial personnel; and
- Technical assistance and training for judges and/or court personnel on sexual assault and stalking affecting individuals with disabilities and/or the aging.

Applicants for Supplemental Training Grants must include, but are not limited to, the following activities:

- A description of desired training/s and targeted participants (e.g., sexual assault training for judges and court administrators);
- A detailed description of anticipated training/s and/or educational resources to be developed and whether this requires creating a customized curriculum for a specific region or local jurisdiction; and
- Consultation and coordination with OVW-designated judicial technical assistance providers (this should also be reflected in the proposed budget).

Proposed activities should include at least one of the following:

- Coordinating court staff participation in ongoing OVW-sponsored trainings and judicial education fora;
- Developing relevant and customized training curricula for Federal, State, Tribal or local judges and court personnel in coordination with a designated OVW judicial technical assistance provider; and
- Utilizing OVW-designated technical assistance providers to provide onsite assessment and/or assistance to judges and court staff regarding case coordination and database system development for sexual assault, domestic violence, dating violence or stalking cases.

### **OVW Priority Areas**

Applications proposing activities in the following areas will be given special consideration during the review process:

- Addressing victims' linguistic needs through interpreter and translation services;
- Providing comprehensive services to communities that have been traditionally underserved<sup>16</sup>;

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<sup>16</sup> The term "underserved populations" includes populations underserved because of geographic location, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General 42 U.S.C. 13925(a) (33). To date, OVW has declined to issue a definitive list of "underserved populations," because we believe that these populations vary by State and community. However, OVW has funded organizations serving, among others, the African American, Latino/Hispanic, Native American/Alaska Native, Asian/Pacific Islander, African immigrant, Arab, Deaf and Hard of Hearing, Lesbian Gay Bisexual and Transgender (LGBT), Orthodox Jewish, and Portuguese-speaking communities.

- Development of methods for enhancing judicial decision-making in protection order cases that involve custody issues to facilitate more consistent and appropriate handling of cases involving domestic violence; and/or hiring staff (e.g., court liaison) to better meet the needs of families seeking supervised visitation and/or safe exchange arrangements in which domestic violence, sexual assault, dating violence, and/or stalking is a factor;
- Tribal Court projects;
- Improving court access and information services for victim litigants; or
- Implementing promising or evidence-building practices.

In addition, Applicants proposing to provide training and technical assistance that focuses on sexual assault, dating violence and/or stalking will be given priority consideration.

### **Activities that Compromise Victim Safety and Recovery**

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Requiring victims of sexual assault, domestic violence, dating violence or stalking to file for a protection order, cooperate in an investigation or file criminal charges against their abuser as a condition of receiving services;
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Referring victims to Child Protection Services solely for failure to protect their minor child when witnessing domestic violence except if required under State law;
- Internet publication of registration or filing of a protection order, restraining order, or injunction in either the issuing or enforcing State, Tribal or Territorial jurisdiction if such publication would reveal the identity of the party protected by such order;
- Failing to conduct safety planning with victims;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims.<sup>17</sup>

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process, or may be eliminated from further consideration entirely.

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<sup>17</sup> Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.



### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Courts Program will not be considered for funding. The following activities are out of scope and will not be supported by Courts Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.)
- Activities that directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.
- Court programs that address child sexual abuse cases.
- Mandatory mediation in cases where sexual assault, domestic violence, dating violence, or stalking is an issue.

### **Unallowable Activities**

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

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

## **How To Apply**

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

### **Application Registration Requirements**

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

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications well in advance (a minimum of 6 hours) of the deadline to allow sufficient time to address technical problems. Applicants should ensure DUNS number for

the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

#### System for Award Management (SAM)

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

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

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

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

#### Grants.Gov

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

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

For guidance on using the Grants.gov system, please go to the following page [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp) which includes Frequently Asked Questions and User Guides that will help you with using Grants.gov. We strongly recommend reviewing the Grants.gov guidance since that will be the most up-to-date guidance related to Grants.gov.

#### **Applicants without Internet Access**

For applicants without Internet access, who cannot submit an application electronically, please contact **Krista Blakeney-Mitchell at (202)307-6026** no later than March 1, 2013 to request permission to submit an application by alternative means.

### **OVW Policy on Late Submissions**

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed.

### **Experiencing Unforeseen Technical Issues**

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact **the Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays.** If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact the Courts Program at (202)307-6026 or at [OVW.CourtsProgram@usdoj.gov](mailto:OVW.CourtsProgram@usdoj.gov) prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

**Within 24 hours after the deadline** you must again contact **the Courts Program at (202)307-6026 or [OVW.CourtsProgram@usdoj.gov](mailto:OVW.CourtsProgram@usdoj.gov)** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

### **Extraordinary Natural or Manmade Disasters**

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

## **Application Contents**

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

### **Formatting and Technical Requirements**

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

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than 20 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation.

### **Application Requirements**

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

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU) or Letters of Support
4. Certification Letter (see page 6)

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

### **Summary Data Sheet (5 Points)**

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative (see page 28 for the definition of the authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the past fiscal year of the applicant. Please specify the end date of the applicant's fiscal year.
- A list of other Federal grant programs from what the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
- Name of Federal, State, local, Tribal or Territorial court or court-based program that will serve as the lead applicant.
- The regional area(s) (city, town, Tribal area, county, parish) where this project will be implemented.
- Name(s) of other collaborating project partners who will be involved in project development and implementation.
- The Courts Program Statutory Purpose Area(s) (see page 8) being addressed by the proposal.
- Purpose Area/s (see page 8).

- Type of applicant (see page 6).
- Type of project (see pages 7).
- OVW Priority Areas (if any) addressed by the proposal (see page 13).
- The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - Stalking.
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
    - Identify all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
    - Provide justification for remaining funds.
    - Estimate the amount of grant funds that will be remaining at the end of the current project period.
    - List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants who have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2013.

### **Project Narrative (60 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following 4 sections:

#### **Purpose of Application (10 points)**

This section must include:

- How sexual assault, domestic violence, dating violence and/or stalking cases are currently being handled within the relevant Federal, State, Tribal, Territorial or local court system;
- A description of the court jurisdiction in which the project would be implemented, including location, population, and demographic information;
- The target population and how that target population would benefit from the proposed project (please use current demographic information for the court jurisdiction in order to be as specific and detailed as possible when describing the population to be served);
- Current court services and gaps for the targeted population;
- Barriers victims of sexual assault, domestic violence, dating violence, and or stalking experience when attempting to access court services;
- Why the proposed project is not funded by, and describe how the proposed project complements, the State's STOP Violence Against Women Formula Grant program's 5% set-aside for courts (this is not required for applications from Tribal governments); and

- If the applicant has applied or is applying for multiple OVW grants, a description of how this project complements the applicant's other OVW projects without duplicating efforts.

#### What Will Be Done (40 points)

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section.

- Goals and objectives describing the specific tasks and activities necessary to accomplish each;
- Expected outcomes;
- Current practices that address victim safety and autonomy;
- How victim safety and autonomy will be addressed in the project;
- Type of project (pages 9-13) proposed and how it will improve the judicial handling of sexual assault, domestic violence, dating violence and/or stalking cases; ensure offender accountability; and promote informed judicial decision-making;
- A time line that demonstrates how the tasks and activities will be accomplished within the 24- or 36-month grant cycle; and
- Ways additional funding will enhance any existing projects that involve efforts to improve the response to violence against women..

If this project includes the development of tangible products (e.g., a video, a brochure, or curriculum), this section should include a description of how the products will be used, and how judicial staff will benefit from their use. However, development of products is not a requirement of the Courts Program.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

In addition, all applicants proposing to create a sexual assault or domestic violence docket, sexual assault or domestic violence court, or a specialized court are **required to coordinate with one or more of the following OVW-designated judicial technical assistance providers.**<sup>18</sup>

- Center for Court Innovation;
- Futures Without Violence;
- Institute on Domestic Violence in the African American Community;<sup>19</sup>
- Legal Momentum National Judicial Education Program;
- National Center for State Courts; or
- National Council of Juvenile and Family Court Judges.

#### Who Will Implement the Project (10 points)

##### **Development Projects:**

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to

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<sup>18</sup> See Appendix B for a list of OVW-designated Judicial Technical Assistance Providers and point of contact (POC) information.

<sup>19</sup> This is a very targeted technical assistance project and eligibility for grantee/consultant partnership is limited.



address the stated need and that they can successfully implement the stated project activities.

- Key personnel (position descriptions and resumes that are available should be appended to the application);
- Experience and expertise of the organization that will be directly involved with the project;
- Clear demonstration that any partnerships required by the solicitation have been met;
- Agency(ies) or office(s) responsible for implementing the project;
- Intended project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced;
- A designated single point of contact in the administrative arm of the court; and
- Creation of a case manager or docket coordinator position (this pertains to applicants proposing to develop a dedicated docket or court)

While there is an important role for community victim advocates to play in the creation of a domestic violence docket or domestic violence court model, this does not preclude applicants from requesting support for government agency victim services. However, the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental victim assistance and nonprofit nongovernmental advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on State, Tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

#### **Supplemental Training Projects:**

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- List the key personnel (position descriptions and resumes that are available should be appended to the application);
- Provide the experience and expertise of the organization who will be directly involved with the project;
- Clearly demonstrate that any partnerships required by the solicitation have been met, including the required collaboration with a national, Tribal, State, Territorial, or local victim services provider or coalition;
- Identify the agency(ies) or office(s) responsible for implementing the project;
- Identify all of the intended project partners, specifying their respective roles and responsibilities and the collaborative relationship to be developed or enhanced;
- Identify a training coordinator to arrange and track staff participation in OVW trainings, and/or coordinate with OVW technical assistance providers in developing and delivering a customized training curriculum.

In addition, all applicants proposing to develop a judicial education/training program are **strongly encouraged to coordinate with one or more of the following OVW-designated judicial technical assistance providers:**<sup>20</sup>

- Center for Court Innovation;
- Futures Without Violence;
- Institute on Domestic Violence in the African American Community<sup>21</sup>;
- Legal Momentum National Judicial Education Program;
- National Center for State Courts; or
- National Council of Juvenile and Family Court Judges.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of the proposed project including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

**Budget Detail Worksheet and Narrative (15 Points)**

All applicants, except for those applying for formula grant programs, are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

Award Period and Amount

Proposed budgets should not exceed the following limits:

<i>Type of Applicant</i>	<i>Type of Project</i>	<i>Budget Period</i>	<i>Year 1 – Planning</i> <sup>22</sup>	<i>Travel/TA Funds</i>	<i>Implementation Budget (Approximate)</i> <sup>23</sup>	<i>Total Budget</i>
<b>Development</b>	Sexual Assault or Domestic Violence Docket	36 Months	Up to \$50,000	\$15,000	\$35,000	<b>\$100,000</b>
<b>Development</b>	Dedicated Sexual Assault or Domestic Violence Court	36 Months	Up to \$50,000	\$15,000	\$385,000	<b>\$450,000</b>
<b>Development</b>	Specialized Court Enhancement	36 Months	Up to \$50,000	\$15,000	\$385,000	<b>\$450,000</b>
<b>Supplemental Training</b>	<b>Judicial Education and/or Staff Training</b>	<b>24 Months</b>	<b>N/A</b>	<b>\$50,000</b>	<b>N/A</b>	<b>\$50,000</b>

<sup>20</sup> See Appendix B for a list of OVW technical assistance providers and point-of-contact information.

<sup>21</sup> This is a very targeted technical assistance project and eligibility for grantee/consultant partnership is limited.

<sup>22</sup> Planning should take place during the first 6 to 12 months of the grant project period.

<sup>23</sup> Unused planning funds may be applied to the implementation budget – and certain implementation activities may commence during the planning phase, i.e., hiring a project coordinator/case manager with OVW approval.



### Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

Only the STOP Violence Against Women Formula Grant Program requires matching funds. However, applicants to other programs are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424. In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

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

Additional guidance specific to this program is as follows:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any identifying information to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Applicants may include per diem for judges serving as substitutes in the absence of regularly assigned judges who are participating in OVW-sponsored trainings.
- Applicants under this program may not issue a Solicitation/RFP redistributing these funds after receiving an award.

### Federal Financial Guidelines

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

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

### Food and Beverage/Costs for Refreshments and Meals

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

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

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

Cooperative agreement recipients must seek approval of these costs through the conference approval process. Approval of the budget is not an approval of food and beverage expenditures. For cooperative agreement recipients, food and beverage is not allowed until a conference request approval form has been submitted and approved by OVW.

### Conference Planning and Expenditure Limitations

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

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services

- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website

<http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$25,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

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

#### Program Evaluations

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

#### Accommodations and Language Access

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

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

## **Memorandum of Understanding (MOU) or Letters of Support (20 Points Total)**

### MOU

For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative (see page 28) for the definition of the authorized representative) of each proposed partner agency during the development of the application. In rare circumstances, an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

- Clearly 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;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Demonstrate that the applicant has consulted and coordinated in a meaningful way with a Federal, state, tribal or local court or court-based program;
- Specify the extent of each partner's participation in developing the application;
- 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;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and
- Include titles and entities under the signatures of all MOU partners.

### Letter(s) of Support

Applicants may elect to submit letters of support in lieu of a Memorandum of Understanding. Each letter of support must clearly identify what service gaps exist, how the project will bridge the gap(s), and how the agency that submitted the letter will be involved with implementing project activities. The letters should clearly demonstrate what role the agency, victim service organizations, or service provider will have in achieving the goals and objectives of the project.

Every letter must:

- Clearly identify the name of the organization;
- Highlight the expertise of the individual or organization's staff that will be affiliated with this project;
- Provide a description of the collaborative relationship with the applicant;
- Specify the extent of the agency or organization's participation in developing the application;

- Clearly state the roles and responsibilities the organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work with the applicant and other project staff;
- Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals; and
- Describe the resources that would be contributed to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

## Additional Required Information

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

### **Application for Federal Assistance (SF-424)**

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

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process.

### **Letter of Nonsupplanting**

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

### **Financial Accounting Practices**

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?



- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

### **Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. This should be a separate attachment to the application in Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

### **Single Point of Contact Review**

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

## **Selection Criteria**

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

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

OVW reserves the right to deduct points for applications that are partially out of scope, including unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, will not be considered for funding.

### **Review Process**

OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

### **Past Performance Review**

In addition to the review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed any one of the following, up to 25 points may be deducted from the application.

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

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

### **Compliance with OVW Financial Requirements**

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

### **High Risk Grantees**

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

## Post Award Information Requirements

### Reporting Requirements

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

### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)



- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

## Public Reporting Burden

### Paperwork Reduction Act Notice

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

## Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

<b>Application Document</b>	<b>Completed?</b>
<b>1. Summary Data Sheet</b>	
<b>Summary of Current OVW Projects</b>	
<b>2. Project Narrative.</b>	
<b>Purpose of the Application</b>	
<b>What Will Be Done</b>	
<b>Who Will Implement</b>	
<b>Proposal Abstract</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. MOU or Letters of Support</b>	
<b>5. Application for Federal Assistance: SF 424</b>	
<b>6. Standard Assurances and Certifications</b>	
<b>7. Letter of Nonsupplanting</b>	
<b>8. Financial Accounting Practices</b>	
<b>9. Financial Capability Questionnaire (nonprofits only)</b>	
<b>10. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	
<b>11. Certification of Eligibility (see page 6)</b>	

# **APPENDIX A**

## **Budget Guidance & Sample Budget Detail Worksheet**

## Budget Guidance

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

### Consultants/Contracts

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

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

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

### Rent

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

### Audit Costs

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

### Indirect Costs

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

### Purchase and/or Lease of Vehicles

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

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

#### Compensation for Partners

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

#### Non-Federal contributions

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

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

## Budget Detail Worksheet

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

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

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

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

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

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

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

**TOTAL PERSONNEL: \$212,700**

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**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>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Workmen's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Workmen's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Workmen's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$32,481</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$245,181**

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

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X 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>
OVW-Mandated	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$6,000
Training and Technical Assistance		Lodging	\$ 100 (avg.) x 3 nights x 3 people x 4 trips	\$3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$2,400

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

**TOTAL TRAVEL: \$12,000**

**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included either 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.

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

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

**TOTAL EQUIPMENT: \$1,500**

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

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

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

**TOTAL SUPPLIES: \$9,075**

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

Purpose	Description of Work	Cost
<b>TOTAL CONSTRUCTION: <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 the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	\$450/day x 3 days	\$ 1,350
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$36,000

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

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

**Subtotal Consultant Fees: \$37,350**

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

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 2 people x 4 trips	\$4,000
		Lodging	\$ 100 (avg.) x 3 nights x 2 people x 4 trips	\$2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$1,200
<b>Subtotal OVW-Mandated Training:</b>				\$7,600
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$500
	Local Hotel	Lodging	\$50(avg.)/night x 2 nights	\$100
	Local Area	Per diem	\$35(avg.)/day x 3 days	\$105
<b>Sub-total Sexual Assault Training:</b>				\$705

**Subtotal Consultant Travel: \$8,305**

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

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

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

Item	Computation	Cost
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
GSA Vehicle Lease	\$300/month x 36 months	\$10,800

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

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the tribe's shelter, court, and other agencies and resources. After doing a comparison, the tribe has concluded that it would be more cost-effective to lease a vehicle than to purchase a vehicle for this purpose.

**Subtotal \$13,500**

**TOTAL CONTRACTS AND CONSULTANTS: \$59,155**

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

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

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

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

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

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

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

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

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

**TOTAL OTHER COSTS: \$84,900**

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**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>Description</b>	<b>Computation</b>	<b>Cost</b>
13.25% of DirectSalaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2009. (A copy of the fully executed, negotiated agreement is attached).

**TOTAL INDIRECT COSTS: \$28,183**

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

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$32,481
C. Travel	\$12,000
D. Equipment	\$1,500
E. Supplies	\$9,075
F. Construction	\$0
G. Consultants and Contracts	\$59,155
H. Other Costs	\$84,900
Total Direct Costs	\$411,811
I. Indirect Costs	\$28,183
<b>TOTAL PROJECT COSTS</b>	<b>\$439,994</b>
Federal Share Requested	\$439,994
Non-Federal (Match) Amount	\$0

## **APPENDIX B**

### **OVW-Designated Judicial Technical Assistance Providers for the Courts Program**



## JUDICIAL TECHNICAL ASSISTANCE PROVIDERS

### **Center for Court Innovation**

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Founded as a public/private partnership between the New York State Unified Court System and the Fund for the City of New York, the Center for Court Innovation is a unique public/private partnership that promotes new thinking about how courts and criminal justice agencies can aid victims, change the behavior of offenders and strengthen communities. The Center offers technical assistance to jurisdictions across the country interested in creating or expanding existing domestic violence court projects. Participating sites may have access to person-to-person support, planning toolkits, model documents, site visits, and evaluation assistance. Additionally, the Center provides assistance with court technology and domestic violence training for non-judicial court personnel.

### **Futures Without Violence (formerly the Family Violence Prevention Fund)**

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Since 1980, Futures Without Violence (FWV) has worked to end violence against women and children around the world. For more than 20 years, the FWV judicial education project has provided award-winning resources for use by state courts nationwide to enhance judicial practices and procedures in criminal and civil cases involving domestic violence. The FWV legal programs staff specializes in the design, organization, and delivery of highly interactive, peer-based education programs for judges. In 1998, the FWV created the National Judicial Institute on Domestic Violence (NJIDV) in partnership with the US Department of Justice Office on Violence Against Women (OVW) and the National Council of Juvenile and Family Court Judges (NCJFCJ). The NJIDV provides state and tribal court judges nationwide with a continuum of education programs to facilitate effective, safe practice throughout their judicial careers. Recent NJIDV programs have addressed the complexities judges face in cases involving elder abuse. The FWV legal team also conducts programs and technical assistance for all OVW grantees through the Institute on Leadership in Education Development (I-LED). I-LED workshops address program and curriculum development, incorporation of cultural competence, train-the-trainers (faculty development) and facilitation skills.

### **Institute on Domestic Violence in the African American Community**

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The Institute on Domestic Violence in the African American Community (IDVAAC) was founded in 1993 to focus on the unique circumstances of African Americans as they face issues related to domestic violence, including intimate partner violence, child abuse, elder maltreatment, and community violence. IDVAAC provides an interdisciplinary vehicle by which scholars, practitioners, and observers of family violence articulate their perspectives through research, the examination of service delivery and intervention methods, and the identification of effective responses to prevent family violence in the Black community. IDVAAC conducts research, develops policies, engages in system response, increases public awareness, and provides technical assistance to communities of color, coalitions, local programs, and government entities. Many of IDVAAC's projects seek to explore and promote promising practices as well as develop innovative strategies to address issues affecting diverse Black women, their families and their communities, including but not limited to: Cultural Competence & Domestic Violence; Fatherhood & Domestic Violence; Safe Return Initiative/Prisoner Re-Entry and Domestic Violence, African American Domestic Peace Project; Spirituality, Faith, & Domestic Violence; Teen-Dating Violence; Prisoner Re-entry Assessment Tool; Supervised Visitation and Cultural Responsiveness; Courts and Cultural Responsiveness; Healing from Domestic Violence; and Adult Children Exposed to Domestic Violence.

### **Legal Momentum: National Judicial Education Program**

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The National Judicial Education Program (NJEP) is a unique project that educates judges and justice system professionals about the ways in which myths and misconceptions about sexual violence can undermine fairness across the spectrum of criminal, civil, family, and juvenile law. Since 1980, NJEP has worked with state, federal and tribal courts nationwide to promote the fair adjudication of these cases. NJEP creates and presents an extensive array of judicial education programs and materials, including DVDs, Web courses, and in-person programs, focused on adult victim sexual assault cases and cases of co-occurring sexual assault and domestic violence. NJEP's judicial education curricula include multidisciplinary research from law, medicine, and the social sciences. These curricula employ interactive teaching techniques and are intended to be adapted for local jurisdictions. NJEP also provides technical assistance for courts, judicial branch educators, and other professionals about designing education programs on sexual assault, the judges' role in these complex cases, and developing relevant local materials such as benchbooks. Information about NJEP and its sexual violence materials is available at <http://www.legalmomentum.org/our-work/njep/>.

### **National Center for State Courts**

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The National Center for State Courts (NCSC) is the preeminent court reform organization in the United States. NCSC provides a broad range of capacities and services that are critical to court improvement initiatives, including strategic planning based on assessment of stakeholders' needs, team-building to foster commitment and collaboration, performance measurement and evaluation, caseload management, and technology solutions. The NCSC Problem-Solving Resource Center provides interactive tools to help courts plan and implement problem-solving courts, including domestic violence courts and unified family courts. NCSC's work to improve court and community responses to domestic violence dates to 1992, and includes extensive study and technical assistance related to accessibility and enforcement of protection orders, improving language assistance for survivors with Limited English Proficiency, addressing family violence issues related to older persons, designing and evaluating domestic violence courts and other specialized processes for domestic violence cases, and developing capacity building tools for victim services organizations.

### **National Council of Juvenile and Family Court Judges**

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Founded in 1937, the National Council of Juvenile and Family Court Judges (NCJFCJ) is dedicated to improving the effectiveness of the nation's juvenile and family courts and to increasing awareness of and sensitivity to children's issues. The Family Violence Department (FVD) of the NCJFCJ provides cutting-edge training, technical assistance, products, and policy development in an effort to improve court and community responses to domestic violence. Housed in a judicial membership organization, the FVD is uniquely positioned to link judges with other professionals to institute and promote best practices in the area of domestic violence. The FVD is responsible for projects such as the National Judicial Institute on Domestic Violence (NJIDV), the Resource Center on Domestic Violence: Child Protection and Custody; Greenbook – Effective Interventions in Domestic Violence and Child Maltreatment Cases Guidelines for Policy and Practice Collaboration; Civil Protection Guide; Safe Havens: Supervised Visitation and Exchange; Center for Education on Violence Against Women; and the Judicial Oversight Demonstration Initiative, to name a few. For more information on these and other projects and resources, please contact Danielle Pugh-Markie at [dpugh-markie@ncjfcj.org](mailto:dpugh-markie@ncjfcj.org) or 202-321-5191. You can also visit the NCJFCJ website at [www.ncjfcj.org](http://www.ncjfcj.org).

## **Glossary of Terms and Descriptions**

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

- o focuses primarily on sexual assault, domestic violence, dating violence, or stalking; has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- o has a primary focus on underserved populations (and includes representatives of these populations) and sexual assault, domestic violence, dating violence, or stalking; or
- o obtains expertise, or shows demonstrated capacity to work effectively, on sexual assault, domestic violence, dating violence, and stalking through collaboration.<sup>24</sup>

**Courts** - The term "courts" means any civil or criminal, Tribal and Alaska Native Village, Federal, State, local or territorial court having jurisdiction to address sexual assault, domestic violence, dating violence or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.<sup>25</sup>

**Court-based and court-related personnel** -The term "court-based and court-related personnel" means persons working in the court, whether paid or volunteer, including: 1) clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardians ad litem, lawyers, negotiators, probation, parole, interpreters, victim assistants, victim advocates, and judicial, administrative, or any other professionals or personnel similarly involved in the legal process; 2) court security personnel; 3) personnel working in related, supplementary offices or programs (such as child support enforcement); and 4) any other court-based or community-based personnel having responsibilities or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.<sup>26</sup>

**Dedicated Civil Protection Order Docket model – This is easily the most common model.** "CPOs" (Civil Protection Orders), "PPOs" (Personal Protection Orders), or "TROs" (Temporary Restraining Orders) are statutorily-enabled Court restraining orders which serve to prevent an abuser from having contact with the petitioning victim.<sup>27</sup> These petitions and the hearings alleging violations of protection orders make up much of a court's domestic violence docket. With this model in larger jurisdictions, these cases are assigned to one judge who only handles protection orders. In smaller jurisdictions, the assigned judge may also have other types of caseloads but the protection order caseload is maintained separately as a specialized docket.

**Domestic Violence Court** - This type of court uses specialized structures, processes, and practices to address not only rising domestic violence caseloads but also the distinct nature of these cases and the need to give them special attention. These specialized approaches have collectively come to be called domestic violence courts. There is, however, great variation among these courts and in the specialized processes they use.<sup>28</sup>

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<sup>24</sup> 42 U.S.C.A. § 13925

<sup>25</sup> 42 USC § 13925

<sup>26</sup> Id.

<sup>27</sup> Kristin Littel, *Specialized Courts and Domestic Violence: Issues of Democracy*, U. S. Department of State (2003). Available online at <http://usinfo.state.gov/journals/itdhr/0503/ijde/littel.htm>.

<sup>28</sup> Susan Keilitz, *Specialization of Domestic Violence Case Management in the Courts: A National*, National Institute of Justice, (2004).

**Criminal Model** – This is a common form of domestic violence specialized courts. This model separates criminal cases which involve domestic violence and related criminal cases for specialized handling by a particular judge or judges. Many states have defined domestic violence as a separate crime, either as a misdemeanor or a felony or both. (For example, in Michigan the statute creates a special category of misdemeanor assault for domestic assaults and allows the prosecutor to charge repeated offenses as a felony.<sup>29</sup>) Many courts have created specialized misdemeanor domestic violence dockets, while others have criminal dockets that handle both misdemeanors and felonies.

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

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

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

**Integrated Domestic Violence Court**<sup>30</sup> – Based on the one-family one-judge concept, the Integrated Domestic Violence Court model handles both criminal domestic violence cases and related civil matters involving the same parties.<sup>31</sup>

**Order for Protection (OFP)** - This is a civil order issued by a court upon the request of a petitioner which restrains the respondent from committing certain acts, such as having contact with or assaulting the petitioner. These orders have different names in different states, e.g., temporary restraining orders or protective orders, and different remedies are available in different states. In some jurisdictions, a violation of the protective provisions of an OFP is a criminal act.<sup>32</sup>

**Problem Solving Courts** - “Problem-solving courts use their authority to forge new responses to chronic social, legal and human problems – including problems like family dysfunction, addiction, delinquency and domestic violence – that have proven resistant to conventional solutions. They seek to broaden the focus of legal proceedings, from simply adjudicating past facts and legal issues to changing the future behavior of litigants and ensuring the future well-being of communities. And they attempt to fix broken systems, making courts (and their partners) more

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<sup>29</sup> Michigan penal code, MCL 750.81(2) and (4).

<sup>30</sup> Note: Integrated Domestic Violence Court - Concentrated services are more likely to occur in this setting because a court handling children’s issues, for example, is likely to have better coordination with children’s services than a court that does not. Emily Sack, *Creating a Domestic Violence Court: Best Practices*, Family Violence Protection Fund (2002) at page 26. Available online at [www.endabuse.org/programs/healthcare/files/FinalCourt\\_Guidelines.pdf](http://www.endabuse.org/programs/healthcare/files/FinalCourt_Guidelines.pdf).

<sup>31</sup> Emily Sack, *Creating A Domestic Violence Court: Guidelines and Best Practices*, Family Violence Prevention Fund (2004), page 4.

<sup>32</sup> A violation of an Order for Protection can be both a civil violation known as contempt of court and a criminal act. If the petitioner wants to pursue the violation as a civil matter in family court, the petitioner must bring a motion before that court. Regardless of whether the matter is pursued civilly, the prosecutor (not the petitioner) decides if criminal charges are brought in criminal court.



accountable and responsive to their primary customers – the citizens who use courts every day, either as victims, jurors, witnesses, litigants or defendants.”<sup>33</sup>

While domestic violence courts are characterized as “specialized” courts, they do not follow the therapeutic or problem-solving premise practiced by most specialized courts. Other specialized courts, such as Drug Courts, follow a therapeutic model in which the emphasis is on rehabilitation of the offender.<sup>34</sup>

**Sex Offender Courts** – Specialized sex offender courts are generally based upon the therapeutic jurisprudence approach used in drug courts and other problem-solving courts.<sup>35</sup> Also, they tend to address sex offenders’ underlying addictions through treatment and graduated levels of community supervision.

These courts primarily handle cases involving felony sex offense charges and generally promote a comprehensive approach to the disposition of these sensitive cases. For maximum continuity and accountability, one judge handles all the cases, tracking them through to disposition, including probation supervision and offender registration if appropriate. The judge is assisted by a specially trained team of prosecutors, defense attorneys, victim agencies, probation officers, treatment providers and court personnel who undergo a comprehensive training program and participate in regular interagency meetings to ensure best practices in timely case resolution, victim safety, post-conviction accountability and public safety.<sup>36</sup>

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

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

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

**All Non-Evidentiary Appearances** – In this model, criminal courts hear only all non-evidentiary appearances for felony and misdemeanor domestic violence cases. The court makes legal decisions after arguments by opposing counsel and does not require witnesses to testify. Non-evidentiary appearances can include arraignment (where the court determines the custody and bail status of the

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<sup>33</sup> Greg Berman and John Feinblatt, *Problem-Solving Courts: A Brief Primer*, 23 *Law & Policy* 125 (2001) at page 126.

<sup>34</sup> See Greg Berman and John Feinblatt, *Good Courts: The Case for Problem Solving Justice*, New York: New Press (2005).

<sup>35</sup> Bruell, C., *Sex Offender Courts: Implications for the Future*, The American Society of Criminology (2006).

<sup>36</sup> Herman, K., *Sex Offence Courts: The Next Step in Community Management*, Sexual Assault Report (May/June 2006).

defendant), pretrial conferences (where the attorneys attempt to plea-bargain a resolution to the case without a trial), taking of a guilty plea and sentencing.

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

**Combined Civil and Criminal Jurisdiction (Integrated Court)** - some courts elect to combine civil and criminal jurisdiction in a single domestic violence court. The same court hears petitions for Orders for Protection and all appearances for misdemeanor criminal domestic abuse cases. This ensures that the judge is well informed about the entire situation and provides consistency in the court's orders.

The decision to combine civil and criminal jurisdiction in a single specialized domestic violence court is even more complex than the decision to create a specialized domestic violence criminal court.<sup>37</sup>

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<sup>37</sup> Combining jurisdiction in one court may encourage judges and prosecutors to focus on considerations inappropriate to their decision making in criminal cases. For example, judges, defendants and victims may all put pressure on a prosecutor to minimize or cease a criminal prosecution based on the defendant's willingness to pay child support or alimony.