

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



OVW Fiscal Year 2013 Court Training and Improvements Program: Domestic Violence Mentor Court Initiative Call for Concept Papers

Eligibility

Applicants are limited to Federal, State, Tribal, Territorial, or local courts.
(See "Eligibility," page 5)

Deadline

All applications are due by 11:59 p.m. E.T. on December 7, 2012.
(See "Deadlines: Application," page 4)

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by November 21, 2012.

Pre-Application Conference Call

OVW will hold one conference call prior to the application deadline for those interested in applying. This call is optional. (See "Pre-Application Conference Call," page 5)

Contact Information

For assistance with the requirements of this Call for Concept Papers, contact OVW at (202) 307-6026.

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

Grants.gov Number assigned to announcement OVW-2013-3391

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

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OVW Court Training and Improvements Program: Domestic Violence Mentor Court Initiative (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.

This Call for Concept Papers contains information on how to apply for the Court Training and Improvements Program: Domestic Violence Mentor Courts Initiative. For general information on applying for OVW grant programs, please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this Call for Concept Papers and the Reference Guide before beginning the application process.

Emerging Domestic Violence Courts

The rise of new federal and state laws pertaining to domestic violence, coupled with exponentially growing caseloads, provides an important context for the rise of specialized domestic violence courts. In 2009, the Center for Court Innovation found over 200 domestic violence criminal courts operating in 27 States.¹ Although these courts vary substantially from jurisdiction to jurisdiction, they typically aggregate all or most domestic violence cases in one or more courtrooms to be heard by one or more specially trained judges. The idea is that these judges will have an opportunity to gain substantive expertise in the unique legal and personal issues presented by domestic violence cases. Additionally, domestic violence courts seek to have a positive impact on the lives of individual victims by focusing on enhancing defendant accountability and victim safety.

Specialized Practices and Court Models

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 coordinate and collaborate to address this issue.² Through numerous demonstration and research projects implemented across the country in the past decade, a set of best practices for these domestic violence court programs has begun to emerge. Courts that respond successfully to domestic violence, sexual assault, teen dating violence and stalking are: 1) collaborating with community stakeholders; 2) providing critical and on-going training for their judicial and non-judicial staff; 3) ensuring

¹ *A National Portrait of Domestic Violence Courts*, Center for Court Innovation (2009).

² Emily Sack, *Creating A Domestic Violence Court: Guidelines and Best Practices*, Family Violence Prevention Fund (2002).

compliance by monitoring offenders; and 4) continually reviewing outcomes and refining procedures.³

Additionally, successful and effective prosecution of domestic violence is augmented in jurisdictions where courts have consolidated domestic violence calendars, developed specialized domestic violence courts, and increased both pre- and post-conviction supervision of defendants.⁴ A critical element in the success of specialized courts is the involvement of all parts of the justice system working together to examine the system's response to sexual and domestic violence, including promoting cooperation between the courts, other criminal justice agencies, and community programs through coordinated community response initiatives.⁵

The Mentor Court Initiative creates a unique opportunity to recognize well-established specialized courts and enable them to guide other courts and court-based programs that wish to significantly improve their court responses to sexual assault, domestic violence, dating violence and stalking cases and ensure victim safety and offender accountability.

Please read the Call for Concept Papers 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 may remove an application from consideration if the application is incomplete. Final award decisions are not appealable.***

Deadlines

Application

The deadline for applying for funding under this grant announcement is 11:59 p.m. E.T. on December 7, 2012. Applications submitted after 11:59 p.m. E.T. on December 7, 2012 will not be considered for funding.

Note: For applicants without Internet access who cannot submit an application electronically, please contact Krista Blakeney-Mitchell at (202) 307-6026 no later than November 21, 2012 to request permission to submit an application by alternative means.

Registration

The **Grants.gov** registration deadline is November 21, 2012. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with **Grants.gov**, please see the [Reference Guide](#).

Letter of Intent

If you intend to apply for Fiscal Year (FY) 2013 funding under this Initiative, we encourage you to submit a letter stating your intent to apply. **This letter will not obligate you to submit an application. The letters are used solely for the purpose of assisting OVW in planning for the review process.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf.

³ Center for Court Innovation, (2012).

⁴ Please see the 2010 Biennial Report to Congress on the Effectiveness of Grant Programs Under the Violence Against Women Act for additional information on the effectiveness of integrated domestic violence courts at: <http://www.ovw.usdoj.gov/reports-congress.html>, pages 59-61.

⁵ Id. at page 57.

The letter should be submitted to OVW at OVW.CourtsProgram@usdoj.gov by November 21, 2012. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Pre-Application Conference Call

OVW will conduct one (1) Pre-Application Conference Call. During this call, OVW staff will review the application requirements and process and allow for a question and answer session. Participation in this call is optional.

The conference call is scheduled for November 14, 2012.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

Because funding for this initiative is supported by the Court Training and Improvements Program, eligible entities for this Initiative are limited to:

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

Initiative Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the Mentor Court Initiative must also meet the following certification requirements:

Certification of Eligibility

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

- (A) 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 grantee'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 **court administrator or chief judicial officer** of the applying Federal, State, Tribal, Territorial, or local court or court-based program 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.**

OVW will accept applications from eligible applicants who are current recipients of a Court Training and Improvements Program award and/or other OVW program funding, as well as from applicants that do not have a current OVW award.

Scope of the Initiative

About the OVW Domestic Violence Mentor Court Initiative

Domestic violence model courts tend to be an efficient structure for addressing the comprehensive issues that face families dealing with abuse. Yet, as domestic violence courts continue to develop across the country jurisdictions wishing to develop domestic violence courts often do not know where to turn for best practices. For this reason, OVW will engage in an effort to develop and spread best practices for domestic violence courts. OVW, through this Call for Concept Papers, will select State, Tribal, Territorial or local court jurisdictions to serve as OVW-designated “Domestic Violence Mentor Court,” (Mentor Court) sites. OVW has set up this initiative for the purpose of identifying successful adaptations of domestic violence court models and linking them to other jurisdictions striving to improve their processes for handling domestic violence, dating violence, sexual assault, and stalking cases. In addition, the Mentor Court Initiative will serve as a clearinghouse for sharing best practices and procedures, and disseminating strategies and solutions for replication that will help build the capacity of court systems responding to domestic violence matters.

The Mentor Court Initiative will support four to six Mentor Court sites, provide intense technical assistance to these sites, and link selected sites with other jurisdictions that are implementing specialized practices for handling domestic violence, dating violence, sexual assault, and staking cases. OVW will collaborate with the Center for Court Innovation in conducting site assessment and selection.

The chart below outlines a general timeframe for initializing the Mentor Court Initiative.

Application Process	Peer Review & Site Assessment	Phase I: Site Selection & Orientation	Phase II: Implementation of Mentor Plan
Applicants may apply to receive between \$30,000 and \$49,000 as a designated Mentor Court site.	Applications are reviewed and scored according to the Call for Concept Papers criteria. OVW and the Center for Court Innovation will conduct onsite assessments of top scoring Mentor Court candidates.	Up to six Mentor Court sites are selected by the director of OVW. All sites will attend orientation, participate in a judicial roundtable meeting and receive ongoing technical assistance.	Selected sites will engage in site consultations, court open house sessions, one-on-one mentoring and other activities as deemed by the approved project goals and objectives.

Initiative Requirements

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

- Using diverse strategies to enhancing victim safety
- Partnering with a community-based domestic violence agency
- Judicial leadership

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

Mentor Court sites will be required to have been operational for at least 2 years and demonstrate support from the local judicial administration and their partners.

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

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

Successful applicants under this Call for Concept Papers must also commit to complying with the following OVW requirements:

- Awards will be made as Cooperative Agreements and OVW will enter into a collaborative working relationship with awardees.
- Awardees must have an existing collaborative relationship with a local victim service organization.
- Awardees will be required to engage in on-site and non-local training and technical assistance activities.

Initiative Technical Assistance and Support

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

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

Activities that Compromise Victim Safety and Recovery

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

- Requiring victims of sexual assault, domestic violence, dating violence or stalking to file for a protection order, cooperate in an investigation or file criminal charges against their 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.
- Procedures that exclude victims from receiving assistance based on their age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
- 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.
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims.

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.

Confidentiality

Applicants should be cognizant of victims' confidentiality. Please see [Reference Guide](#) p. 17 for more information.

Unallowable Activities

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

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

Award Information

Award Period

The award period for Mentor Court site projects is 24 months. **All budgets must reflect 24 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Mentor Court awards under the Court Training and Improvements Program for FY 2013 will be between **\$30,000 and \$49,000**, depending upon the type of project proposed. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with successful applicants to adjust budgets, prior to granting an award.

Budget/Budget Narrative

Budgets should NOT be submitted with the application. OVW will request budgets at a later stage in the process from those organizations that move past the initial review stage.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

How To Apply

See pages 13-17 of the [Reference Guide](#) for information regarding “how to apply.” For a step-by-step guide on Grants.Gov, please see Appendix A.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to review by OVW if the application is substantially incomplete or received after the deadline as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review scoring process. The application should follow the order below for easy reading. Additional materials submitted beyond those required will not be considered. For example, if an application includes a narrative that is 15 pages, the last five pages will be removed prior to review.

Experiencing Unforeseen Technical Issues

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. No late applications will be accepted for any reason, therefore all applicants are strongly encouraged to apply well in advance of the deadline to resolve any unanticipated difficulties.

Formatting and Technical Requirements

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

- Double spaced (Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers

- No more than 10 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in How to Apply

The sections below describe the specific elements of a complete application.

Concept Paper Requirements

Concept papers will be scored on the following:

Summary Data Sheet (5 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative;
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- A list of other Federal grant programs from which the applicant agency currently receives funding, to address violence against women for which the applicant still has a pending FY 2012 application or for which it has applied in FY 2013;
- The agency and type of agency (e.g., State court, Tribal government) applying for funding;
- Name of the community-based domestic violence victim agency that is a partner on this application;
- Name of the local researcher/evaluator for this project;
- The regional area(s) (city, town, Tribal area, county, parish) where this project will be implemented; and
- Summary of Current and Recent OVW Projects (if applicable), defined as follows:
 - 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 grant by OVW program, award number, and project period.
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
 - List the number and titles of all full-time and/or part-time positions funded by the award.
 - Identify each grant by OVW program, award number, and project period.
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.

- List the number and titles of all full-time and/or part-time positions funded by the award.

Proposal Abstract (5 Points)

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

Project Narrative (80 Points)

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

Applicants must demonstrate overall agency readiness and capacity for participating in the Mentor Court Initiative by providing a narrative describing the agency's specialized processes and procedures for handling domestic violence, dating violence, sexual assault, and/or stalking cases. Benchmarks include fiscal infrastructure capacity, current staff positions, judicial leadership and partnership with a victim services provider. Applicants should address the following questions:

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

Letters of Support (10 Points)

The applicant must include a Letter of Support from court administration and a local domestic violence agency.

Budget Detail Worksheet and Narrative

Please do not submit a budget at this stage in the process. OVW will request budgets from only those applicants that are selected for Phase I. At that point, a financial review of all potential discretionary awards and cooperative agreements will be conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

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#s2>. 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>.

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online. Please see the [Reference Guide](#) for additional information.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

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 for a sample letter. This should be a separate attachment to the application in [Grants.gov](#).

Selection Criteria

Concept papers will be scored according to the criteria set forth in this Call for Concept Papers, and upon the quality of the responses 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.

OVW reserves the right to deduct points for applications that are partially out of scope, that include 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.

If an application 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, it will not be considered for funding.

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.

Review Process

All applications will be scored according to the criteria set forth in this Call for Concept Papers. **If the application fails to meet the criteria listed below for the OVW initial review, the application may not receive further consideration.** OVW may utilize internal review, external review, or a combination of both. Upon completion of the review, but prior to selection, OVW may conduct conference calls or on-site visits with a small number of top scoring applicants. Applicants whose concept papers are selected will be required to submit a formal application, which includes a budget and budget narrative.

OVW Initial Review

Criteria for the OVW review follow:

- Whether the applicant meets all eligibility criteria (see page 8); and
- Whether the application is complete.

After the initial review, applicants will be evaluated on their responses to the Call for Concept Papers.

Past Performance Review

Applicants with existing OVW awards or OVW awards that have been closed for up to one calendar year will be reviewed based on the elements listed below. Up to 25 points may be deducted from the applicant's score based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

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

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and [OVW's Financial Grants Management Guide](#). 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's 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.

Reporting Requirements

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award. For more information, please see the [Reference Guide](#).

Additional Requirements

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 [Reference Guide](#).

- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OVW's Financial Grants Management Guide](#)
- Suspension or Termination of Funding
- 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 CCR 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.

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Proposal Abstract	
3. Project Narrative	
4. Letters of Support	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Letter of Nonsupplanting	
8. Certification of Eligibility (see page 9)	

APPENDIX A

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov and in this section.

The Catalog of Federal Domestic Assistance (CFDA) number for this Call for Concept Papers 16.013, titled "The Court Training and Improvements Program."

Applications must be submitted through **Grants.gov** on or before the deadline. 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 according to the instructions. Applicants are encouraged to submit their applications at least 48 hours prior to the due date of the application 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.**

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. **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."

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the Authorized Organizational Representatives (AOR). The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization. For additional information regarding the responsibilities of the AOR please go to the following link http://www.grants.gov/assets/E-Biz_POC_Checklist.pdf

- *Step 1:* Go to [Grants.gov](http://www.grants.gov). Select the "Get Registered" button and click the "Register as an Organization" link.
- *Step 2:* Register with SAM
- [Step 3: Username & Password](#)
- [Step 4: AOR Authorization](#)
- [Step 5: TRACK AOR STATUS](#)

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

Downloading a Grant Application Package

You may download the application package to complete it offline and route it through your organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link and follow the instructions on the page:

<http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

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

Completing the Grant Application Package

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

Submitting the Completed Grant Application Package

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

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Record the tracking number if you need technical support. The Grants.gov Help Desk can be reached at 1-800-518-4726.

It is important that applicants do not wait until the day of the application deadline to submit applications. In the past, Grants.gov has experienced technical delays on deadline days that have prevented applications from being submitted on time. Applicants should submit their application well in advance of the deadline. Late applications will not be accepted by OVW or Grants.gov except under a few rare circumstances described below.

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.⁶

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.⁷

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.⁸

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.⁹ 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

⁶ 42 U.S.C.A. § 13925

⁷ 42 USC § 13925

⁸ Id.

⁹ Kristin Littell, *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>.

collectively come to be called domestic violence courts. There is, however, great variation among these courts and in the specialized processes they use.¹⁰

Domestic violence courts focus primarily on the safety of the battered women and any children who are involved rather than the offender. While rehabilitation may be a byproduct of the domestic court process, the initial emphasis is on the accountability of the offender for his own misconduct.¹¹

Criminal Model – This is a common form of domestic violence specialized courts. This model separates criminal cases which assign domestic violence and related criminal cases for specialized handling by a particular judge or judges. Many states have defined domestic violence as a separate crime, either as a misdemeanor or a felony or both. (For example, in Michigan the statute creates a special category of misdemeanor assault for domestic assaults and allows the prosecutor to charge repeated offenses as a felony.¹²)

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 Court¹³ – 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.¹⁴

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

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

¹¹ *How Do Domestic Violence Courts Compare to Other Problem-Solving Courts*, Center for Court Innovation, online at www.courtinnovation.org/index.

¹² Michigan penal code, MCL 750.81(2) and (4).

¹³ 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.

¹⁴ Emily Sack, *Creating A Domestic Violence Court: Guidelines and Best Practices*, Family Violence Prevention Fund (2004), page 4.

different states.) In some jurisdictions, a violation of the protective provisions of an OFP is a criminal act.¹⁵

Problem Solving Courts - “Problem-solving courts use their authority to forge new responses to chronic social, legal and human problems – including problems like family dysfunction, addiction, delinquency and domestic violence – that have proven resistant to conventional solutions. They seek to broaden the focus of legal proceedings, from simply adjudicating past facts and legal issues to changing the future behavior of litigants and ensuring the future well-being of communities. And they attempt to fix broken systems, making courts (and their partners) more accountable and responsive to their primary customers – the citizens who use courts every day, either as victims, jurors, witnesses, litigants or defendants.”¹⁶

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.¹⁷

Sex Offender Courts – Specialized sex offender courts are generally based upon the therapeutic jurisprudence approach used in drug courts and other problem-solving courts.¹⁸ 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.¹⁹

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:

¹⁵ 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.

¹⁶ Greg Berman and John Feinblatt, *Problem-Solving Courts: A Brief Primer*, 23 *Law & Policy* 125 (2001) at page 126.

¹⁷ See Greg Berman and John Feinblatt, *Good Courts: The Case for Problem Solving Justice*, New York: New Press (2005).

¹⁸ Bruell, C., *Sex Offender Courts: Implications for the Future*, The American Society of Criminology (2006).

¹⁹ Herman, K., *Sex Offence Courts: The Next Step in Community Management*, Sexual Assault Report (May/June 2006).

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

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

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

Combined Civil and Criminal Jurisdiction (Integrated Court) - some courts elect to combine civil and criminal jurisdiction in a single domestic violence court. The same court hears petitions for Orders for Protection and all appearances for misdemeanor criminal 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.²⁰

Victim Services Organization - a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims; and has a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Such entities includes rape crisis centers, domestic violence shelters, faith-based organizations, and other community based organizations.

²⁰ 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.