

## **OVW JFF Supervised Visitation and Safe Exchange Site Plan Submission Guidance**

In order to use OVW JFF grant funds to serve families, each grantee is required to submit a site plan for their visitation program. Your site plan submission demonstrates in writing what an in-person site tour might accomplish, providing details about your visitation program to OVW and your technical assistance provider(s). The following guidance outlines format options, focus areas, considerations, and examples for your site plan submission.

Keep in mind: Supervised visitation program grantees, funded by the United States Department of Justice, Office on Violence Against Women (OVW), must consider the safety of both child and adult survivors as their highest priority. To be eligible to support supervised visitation with OVW funding, all grantees must adhere to [The Guiding Principles for Supervised Visitation and Safe Exchange, U.S. Department of Justice, Office on Violence Against Women](#). The Guiding Principles were developed as guideposts for developing and administering supervised visitation programs that provide services to adult survivors of intimate partner violence and their children. The Guiding Principles are as follows:

- Equal regard for the safety of children and adult survivors
- Valuing multiculturalism and diversity
- Incorporating an understanding of domestic violence
- Respectful and fair interaction
- Community collaboration
- Advocacy for children and adult victims

### **Site Plan Submission Format Options:**

- Word document with embedded photos
- Powerpoint presentation with embedded photos

- Video tour (if you choose this option, please refer to the “Additional Considerations When Submitting a Video Tour of Your Site” section below)

Be sure to include your OVW grant number on your document and in the file name. “*Grant no\_svsesiteplan*” is an ideal format.

Your site plan must clearly articulate how you address the Guiding Principles in your site design.

**Please include the following areas in your site plan:**

1. The types of services you propose to provide (supervised visitation, safe exchanges)
2. Where each person arrives and departs, highlighting parking areas, entrances, and what is in place to support adult and child survivors' safety
3. Waiting and check-in spaces. Be sure to share how these spaces are used.
4. Visitation rooms and other spaces where families spend time together
5. The safety and security features of your site
6. The accessibility features of your space
7. Staff spaces (meeting rooms, offices, a debrief space)

**Considerations and Examples**

**Location:**

Describe where the proposed site is located and include a brief explanation about why the site was chosen.

*For example, Pending approval, the project partners have identified **XYZ**, located in **XYZ City, XY State**, as the location for the supervised visitation and safe exchange site. The identified location is [insert highlights]*

- *Highlight examples: the site ensures there is a separation of sight and sound between parties at all times, is centrally located, and has easy access to public transportation.*

**[Insert video or photos of the building and a map of the area]**

**Entrances:**

**[Insert highlights of each entrance]**

*For example, The building has two separate entrances on opposite sides of the building with the following security features.*

Describe how the entrances are accessible. What is the visibility? How is each area monitored? Are there special security features, and what are they? How will you determine entrance procedures? Is there an open reception area, or does staff escort parents and children into the building?

**[Insert video or photos]**

**Parking Areas:**

**[Insert details]**

Some considerations: Where are the parking areas located from one another? How is each area separate and distinct from one another? Describe how the parking areas are monitored.

**[Insert video or photos]**

**Waiting Areas:**

**[Insert details]**

Some considerations: Where are waiting areas located in the building? How are they separate and distinct from one another? How are they

monitored and secured? What is the restroom access? Can parents stay in this space during services? Is there a private space to check in with each parent and child in this space or an adjoining space?

**[Insert video or photos]**

### **Restrooms:**

**[Insert details of where each is located]**

*For example, The building has two bathrooms to accommodate both the visiting parent and the custodial parent (waiting parent).*

Include details such as accessibility features, diaper changing space, etc.

**[Insert video or photos]**

### **Safety and Security Measures:**

**[Insert details]**

Make note of the staffing pattern (*ex: Minimum of two staff on-site at all times*), onsite security/law enforcement presence, or law enforcement partnership/coordination. Consider other security mechanisms in place:

- Video cameras, locking doors, access panel keypads that restrict access, panic buttons, internal light call buttons for additional staff assistance, locked doors to restrict access to specific areas of the building, etc.

**[Insert video or photos]**

### **Accessibility:**

**[Insert details]**

Considerations: Location of public transportation, building features (low or no thresholds, elevators, doorway widths, restrooms, door handles, the height of doorbells/intercom buttons, etc.), language access (signs and resource display items in English and Spanish, etc.)

**[Insert video or photos]**

### **Outdoor Spaces:**

**[Insert details if applicable/needed]**

Demonstrate how this space will be utilized and the safety and security features.

**[Insert video or photos]**

### **Windows:**

**[Insert details about considerations of visibility]**

*For example: Restricted view from inside the space to the outside and vice versa.*

**[Insert video or photos]**

### **Sufficient Space for Private Conversations/Check-in or De-Escalation:**

**[Insert details]**

**[Insert video or photos]**

### **Visitation Rooms:**

**[Insert details]**

Describe these spaces. Where are they located in the building? How do you access them? How do you bring the visiting parent and the children to these rooms? How is backup staff or security accessible from these spaces?

**[Insert video or photos]**

### **Staff Office Space:**

**[Insert details]**

Describe this space and how it is utilized.

**[Insert video or photos]**

### **Floor Plan:**

**[Insert details]**

Include a floor plan/blueprint of the space. It can be a drawing of the space if you don't have access to a floor plan or blueprint. Highlight the key areas that you have identified in your narrative. If applicable, include arrows to note the direction of travel for both parents in and out of the building.

**[Insert photos]**

### **Additional Considerations When Submitting a Video Tour of Your Site:**

Please record your site plan video tour horizontally. You may need to turn off the portrait orientation lock on your phone if you are recording on that device.

Once you've recorded your video, please save the file with your OVW grant number in the name: "*Grant no\_svsiteplan*" is an ideal format. The file type should ideally be .MP4 or .MOV.

If you need support or assistance, please contact:

Inspire Action for Social Change

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