



OVW

OVW FY 2006 Tribal Domestic Violence and Sexual Assault Coalitions Solicitation

LETTER OF INTENT DEADLINE:
December 23, 2005

NEW-GRANTS.GOV
REGISTRATION DEADLINE:
December 20, 2005

APPLICATION DEADLINE:
January 19, 2006

Please note: If your program was impacted by the recent hurricanes in a way that hinders your ability to submit your application for this grant program, you may be eligible for an extension of the application deadline. If you wish to apply for such an extension, please contact the Office on Violence Against Women at 202-307-6026.

U.S. Department of Justice
Office on Violence Against Women
800 K Street, NW, Suite 920
Washington, DC 20530

Alberto Gonzales
Attorney General
U.S. Department of Justice

Diane M. Stuart
Director
Office on Violence Against Women

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

TTY
202-307-2277

Office on Violence Against Women
www.usdoj.gov/ovw

Tribal Domestic Violence and Sexual Assault Coalitions Program
www.ojp.usdoj.gov/fundopps.htm

Grants.gov Customer Support Hotline
1-800-518-4726

About the Office on Violence Against Women

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

About the Tribal Domestic Violence and Sexual Assault Coalitions Program

In 1978, the National Coalition Against Domestic Violence (NCADV) was created, in part, through the leadership of American Indian and Alaska Native women survivors, advocates, and their allies. The first meeting of NCADV was hosted in 1979 by an American Indian nonprofit, nongovernmental organization on an Indian reservation. One year later, in 1980, the first battered women's shelter designed for Indian women opened its doors on a reservation. Prior to the shelter's establishment, Indian women opened up their homes and used their own resources to provide services to Indian victims of domestic violence and sexual assault.

These efforts by American Indian and Alaska Native women (Indian women) to improve systemic and community responses to violence against Indian women began to multiply across the nation, developing into a movement for victims' rights in Indian country. Drawing from unique traditions, Indian governments have been working in partnership with nonprofit organizations to promote the safety of Indian victims and the accountability of offenders. The VAWA offered additional resources and training to Indian tribes to develop specific responses to end domestic violence, sexual assault, and stalking.

Statistics highlight the need for further resources and organizations devoted to the issue of violent crimes against Indian women. The Bureau of Justice Statistics reports the following between 1992 and 2001:

- Indians experienced a per capita rate of violence twice that of the U.S. resident population;
- Indians were more likely to be victims of assault and rape/sexual assault committed by a stranger or acquaintance rather than an intimate partner or family member; and
- Nearly 80% of Indian victims of rape/sexual assault described the offender as

white.¹

Studies also indicate that Indian women suffer a disproportionate level of intimate partner violence and sexual assault.² Responding to this critical need, in Fiscal Year 2001, Congress appropriated resources for the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to address the unique issues that confront Indian victims. The Tribal Domestic Violence and Sexual Assault Coalitions Grant Program (Tribal Coalitions Program) provides much needed resources for organizing and supporting efforts to end violence against Indian women. The purpose of the Tribal Coalitions Program is to build the capacity of survivors, advocates, Indian women's organizations, and victim services providers to form nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to advance the goal of ending violence against American Indian and Alaska Native women.³ A portion of the funds provided under the Tribal Coalitions Program has been set aside to provide technical assistance to tribal coalitions.

The Tribal Coalitions Program implements certain provisions of the Violence Against Women Act of 2000 (VAWA 2000), Public Law No. 106-386, and the Justice for All Act of 2004, Public Law No. 108-405. This solicitation provides program and application guidelines for grant awards to be administered by OVW.

Program Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out of the review process during an initial review process.

Eligible applicants are either established nonprofit, nongovernmental tribal coalitions, or individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions that will obtain nonprofit status within eight months from the beginning of the project period, that have as their primary mission addressing domestic violence and/or sexual assault against American Indian and/or Alaska Native women. If an organization or group of individuals has not yet formed a coalition and achieved non-

¹ Perry, Steven W., *American Indians and Crime*, Washington, D.C., Bureau of Justice Statistics, December 2004, NCJ 203097.

² Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of Intimate Partner Violence*, Findings from the National Violence Against Women Survey, Washington, D.C.: National Institute of Justice, July 2000, NCJ 181867, p. 25.

³ Projects do not need to be located in Indian country, but must include coordination or other activities in Indian country or must benefit victims of domestic violence and sexual assault in Indian country.

profit status at the time of the grant award, the recipient organization or individual(s) who is (are) party to the grant agreement will be responsible for the grant funds and for ensuring compliance with the terms and conditions of the grant. Once the coalition is incorporated as a nonprofit, it must submit written documentation either authorizing continued representation by the recipient or authorized recipient official designated on the grant award document, or requesting that a different authorized official be substituted.

Coalitions are not required to organize across a particular type of geographic area. Eligible applicants may include (but are not limited to) local tribal coalitions and regional tribal coalitions. Moreover, eligible coalitions may choose to focus on domestic violence or sexual assault, or may develop an approach that addresses both crimes, which must be evident in the coalition's mission statement, proposed goals and objectives.

The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted or persons who have experience working with Indian victims of domestic violence and/or sexual assault must be evident in the development and implementation of any coalition under this program. Members of the nonprofit, nongovernmental coalition should be comprised of domestic violence and/or sexual assault service providers or victim advocacy organizations that work tribally, statewide or regionally to institute systemic reform. In addition, coalitions can have broad-based representation, including elders and youth.

Types of Applicants

OVW will accept applications for the Tribal Coalitions Program from both currently funded tribal coalitions, as well as new applicants. Current tribal coalition grantees may be eligible for continuation or supplemental funding to support on-going activities or to enhance those activities for an extended period of time.

Continuation or supplemental funding is not guaranteed. All applications will be subject to review.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving

OVW assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. OVW grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OVW grant funds; rather, such religious activity must be separate in time or place from the OVW funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OVW are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Availability of Funds

This solicitation makes available grant funds from Fiscal Year 2006. OVW will accept applications from both currently funded tribal coalitions, as well as new tribal coalitions. Current tribal coalition grantees may be eligible for continuation or supplemental funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to review.**

The ability of OVW to make awards under the Tribal Coalitions Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

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

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. While there is no specific amount for which eligible organizations may apply, it is unlikely that OVW will make awards in excess of \$350,000 overall. Applicants in Alaska may apply for up to \$400,000 to account for cost differentials with travel.

Letter of Intent

All applicants who intend to apply for FY 2006 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see Appendix A) to OVW by December 23, 2005. You may send the letter by facsimile to OVW at 202/354-4079. OVW will use these letters to forecast the number of review panels needed to review competitive applications.

Application Due Date-*Read carefully: new information*

Please note that final applications are due **by 5:30 pm (EST) January 19, 2006, and will be accepted through Grants.gov, an e-Government initiative that is included**

in the President's Management Agenda and through submission of a hard copy original. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. Applicants should register with Grants.gov by December 20, 2005. First-time registering can take several weeks.

You will be unable to submit your application if you do not first register. In addition, **applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by January 19, 2006 to: OVW c/o Aspen Systems Corporation.**

We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your application. Applications should retain proof of timely submission.

Please refer to the "How to Apply" section on page 25, Appendix B of this solicitation for further instructions.

Program Scope

A coalition is a group of individuals, victim services providers and/or organizations working together in a common effort, for a common purpose to make more effective and efficient use of resources. The common purpose of tribal domestic violence and sexual assault coalitions must include the following: supporting and developing the leadership of the tribal coalition to effect social change and systemic reform in response to ending violence against Indian women; ensuring the safety of Indian victims of domestic violence and/or sexual assault; and promoting the accountability of offenders. The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted or persons who have experience working with Indian victims of domestic violence and/or sexual assault are critical to the successful development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions.

Purpose areas

Grant funds must be used for activities in compliance with the following statutory purposes:

- Increasing awareness of domestic violence and sexual assault against American Indian and Alaska Native women;
- Enhancing the response to violence against American Indian and Alaska Native women at the tribal, Federal, and State levels; and
- Identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to American Indian women victimized by domestic and sexual violence.

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

- Establishing the tribal coalition and maintaining an office and hiring staff (reasonable costs in connection with the establishment of an organization are allowable);
- Providing technical assistance to coalition members, programs, organizations, and service providers to support and develop their leadership in ending violence against Indian women;
- Expanding the capacity of coalitions;
- Developing or enhancing appropriate standards of services for service providers;
- Conducting statewide, regional, and/or tribally-based meetings or workshops for tribal victim advocates, survivors, community members, legal services staff, health care professionals, and criminal justice representatives;
- Bringing local tribal programs together to identify gaps in services and to coordinate activities;
- Coordinating and presenting public awareness or community education programs (including education for youth) to increase understanding of domestic violence and/or sexual assault; and

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

- Hiring a grant writer;
- Addressing child abuse outside the context of domestic violence and/or sexual assault; and
- Engaging in lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying (this prohibition pertains to Federal, state, local, and tribal lobbying).

Review Process

All applications will be subject to internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are reviewed, only those sections of the application that are within scope will be reviewed.** Criteria for the review includes:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the proposed budget is within the established limits (see page 6 and 13);

- Whether the geographic distribution of the applications is representative of Indian country;
- Whether the ratio of population to the coalition's proposed services is justified; and
- What types of projects are already funded within the applicant's community.

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See pages 10-11 for further details on criteria for this review.)

The total points possible for an application are 100 (85 points for Narrative and 15 points for Budget).

Application Content

Applicants must complete each of the following sections as part of their proposals. **It is the responsibility of the applicant to ensure the application is complete. OVW will remove the application from consideration prior to review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be considered for funding. Reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced (except for Abstract, which should be single spaced)
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page for Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative

Reviewers will not review applications exceeding the page limits, or their equivalent.

The following will be submitted online through Grants.gov. (Please refer to Appendix B, the Step-by-Step Guide to Grants.gov.)

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must

be included in every application for a new award or renewal of an award. **The DUNS number will be entered into Grants.gov by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** The number should be nine digits. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is 16.587 (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

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

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov. **NOTE:** If the authorizing official is not the individual submitting the application via Grants.gov, be sure the correct authorizing official information has been entered.

The following will be submitted as attachments in Grants.gov. Please save your attachments with names that indicate the substance of the attachment. (e.g., save your program narrative as "Program Narrative.")

Abstract/Proposal Summary (not to exceed one page):

The abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should describe concisely the current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Status of the Current Project (not to exceed 5 pages): Applicants for continuation funding only. The application may receive a deduction in points based on not meeting the criteria listed below. This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Tribal Coalitions Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Tribal Coalition Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether there is an excess of funding remaining in the current award.

Project Narrative (not to exceed 20 total pages):

The narrative should include the following (totaling 85 points):

Purpose of Application: 10 points

This section should briefly:

- Describe the challenges and problems to be addressed and how a tribal coalition would address those challenges and problems;
- Describe the communities which would be affected by the coalition, including the location, population, and demographic information;
- Include background information such as name, history, proposed or established membership requirements, etc.; and
- Include the coalition's mission statement and major accomplishments.

What Will be Done: 40 points

- Describe the project goals and action plan, including a time line and a description of responsible individuals and agencies;
- Identify the staffing needs, including job descriptions identifying the responsibilities of proposed staff positions and qualifications that would be required of key staff conducting and managing the proposed project;
- Outline the technical assistance and training needs of the coalition; and
- Describe any products that can be shared with other grantees. Products may include, but are not limited to mission statements, articles of incorporation, policies and protocols, curricula, public education and training materials, and audio-visual materials.

Who Will Implement the Project: 30 points

All applicants must identify those persons in leadership positions within the coalition (or points of contact). Include resumes or a summary describing experience effecting systemic reform in response to violence against Indian women and working with Indian victims of domestic violence and/or sexual assault.

Sustainability Plan: 5 points

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Tribal Coalitions Program were no longer available.

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

Budget Detail Worksheet and Narrative: 15 Points

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

costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative. In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation.

OJP Financial Guide

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

Budget Caps

Although there is no specific amount for which eligible organizations may apply, it is unlikely that OVW will make awards in excess of \$350,000 overall. Applicants in Alaska may apply for up to \$400,000 to account for cost differentials with travel.

OVW has the discretion to make 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.

Match Requirements

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. **The application must identify the source of the 25% non-Federal portion of the budget and how the match funds will be used.** Coalitions may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

$$\frac{\text{Federal Funds}}{75\%} = \text{Amount} \times 25\% = \text{match}$$

For a federal award amount of \$350,000, match would be:

$$\frac{\$350,000}{75\%} = \$466,667 \times 25\% = \$116,667 \text{ match}$$

The purpose of matching funds is to augment the resources available from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. For example, if half of a coordinator's time is supported with grant funds, that coordinator must track ALL of her or his time to demonstrate that 50% of it was devoted to the

grant-funded project. In-kind match must be documented in the same manner as grant-funded activities. The source of the 25% non-federal portion of the budget is governed by OJP's *Financial Guide* and the Grants to Combat Violent Crimes Against Women statute.

Match

In-kind match may include donations of expendable equipment; office supplies; workshop or education and training materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Following are some specific examples of possible sources of match for this program:

- If an entity other than the coalition donates office space free of charge to the coalition for the project, the rental value of the space may be used as match. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Coalitions may also receive short term donations of space, such as a room to hold a meeting or a training event, which may be used as match;
- The salaries of coalition employees who are working on grant-related purposes but are not paid with grant funds may be used. For example, training coordinators or other employees could be used as match to the extent that they are not paid by grant funds;
- If the project has a board of directors or advisory board and the members are not compensated for their time or travel, the time or travel spent by the board members may be used as match. Similarly, other groups, such as a training committee made up of representatives from victim services programs could be used as match to the extent that the members are not paid for their time through grant funds. Any other volunteers involved in the project, such as trainers and speakers or pro bono attorneys and other professionals, also may be used as match;
- The reasonable value of donated tangible goods may be used as match. For example, a program may receive donations of used furniture, the reasonable value of which may be used. A coalition may also solicit donations both from individuals and from companies such as supermarkets of food and other items that can be used by the coalition;

- Coalitions also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the coalition. Other examples of donated services may include web space and services, other computer services, legal services, and accounting services; and
- Coalitions may use several forms of cash match as well. If the coalition receives cash donations or membership dues, this may be used as match. Also, grants from private foundations or state and local governments, as well as money received through the United Way may be used as match.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from the Director of the Office on Violence Against Women.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of at least \$30,000, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “*travel*” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and TA 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 partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs (OJP), Office of the Comptroller. These seminars instruct participants in the financial

administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

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

The following must be included in your hard copy. If you have electronic signed copies, they also may be included as attachments on grants.gov.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to Appendix D for a sample letter.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

Support Letters(s) from existing tribal domestic violence or sexual assault victim advocacy programs or organizations:

Applicants must include a letter(s) from community members to be served or from existing tribal domestic violence or sexual assault victim advocacy programs or organizations describing their involvement with the development and/or operation of the tribal coalition.

Additional Program Requirements

Technical Assistance

OVW will offer grantees a range of technical assistance and training opportunities to help them implement successful projects. Accordingly, applicants are required to allocate at least \$30,000, to support travel costs associated with technical assistance

and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “*travel*” category. Please provide an estimated breakdown for this amount (including 3-4 trips per year, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Please see the sample travel budget in Appendix C (last page).

Performance Measurement

There are two statutory requirements that require OVW grantees to collect and maintain data that measure the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a Tribal Coalitions semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- Number of member programs belonging to the coalition; and
- Number of staff in the coalition.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Suspension or Termination of Funding

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

- The requirements of VAWA and statutory objectives of the Tribal Domestic Violence and Sexual Assault Coalitions Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Tribal Domestic Violence and Sexual Assault Coalitions Program and any other regulations applicable to OVW grantees;
- The terms of this solicitation;

- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act; or
- The terms and conditions of the grant agreement.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:

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

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

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

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs.

Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting

the OJP Office for Civil Rights at (202) 307-0690, or by writing to the following address:

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

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. All applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

How To Apply

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile. Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix B, the Step-by-Step Guide to Grants.gov.)

A complete application should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The project abstract and project narrative;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting; and
- A Letter(s) of Support.

The following documents must be submitted via Grants.gov:

- The SF-424;

- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The project abstract and project narrative; and
- The budget, budget summary, and budget narrative

Note: The Catalog of Federal Domestic Assistance number for the Tribal Coalitions Program is 16.587.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at OVW's web page, www.usdoj.gov/ovw. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the peer review process, **applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by January 19, 2006 to:**

**The Office on Violence Against Women
c/o Aspen Systems Corporation
OVW Tribal Domestic Violence and Sexual Assault Coalitions Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

A complete application must include the following:

- SF 424
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting; and
- A Letter(s) of Support.

Applicants that fail to submit the required hard copy original will not be considered for funding.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **January 19, 2006**. The application attachments (e.g., letter(s) of support, letter of non-supplanting, etc.) must be included in the hard copy original. The hard copy original must be sent to OVW c/o Aspen Systems Corporation at the address provided above via overnight delivery not later than **January 19, 2006**. Applicants should retain proof of timely submission.

We recommend that you register through Grants.gov at least three weeks before the application due date, or no later than **December 20, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through Grants.gov prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026 and reference the Tribal Domestic Violence and Sexual Assault Coalitions Program.

APPENDIX A
Letter of Intent

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
800 K Street, NW, Suite 920
Washington, DC 20530**

Dear Ms. Stuart:

This letter serves to notify the Office on Violence Against Women that *[Applicant]* intends to submit an application for funding to the Tribal Domestic Violence and Sexual Assault Coalitions Grant Program for Fiscal Year 2006.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX B
Step-by-Step Guide to Grants.gov

How to Apply

OVW is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OVW is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1-800-518-4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.587.

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password.** It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

DUNS Number:

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

Central Contractor Registry (CCR):

Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-888-227-2423.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).

- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

Authorized Organization Representative and Individuals:

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to www.grants.gov and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).
- Individuals may click the “registration checklist” for help in walking through the registration process.

Credential Provider:

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1–800–386–6820.
- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

Grants.gov:

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the [e-Business POC](#) for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Note: Individuals do not need to continue to the “Organizational Approval” step below.

Organization Approval:

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization’s e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.
- Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Under “Apply Step 1: Download a Grant Application Package and Applications Instructions,” click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).
- You will be prompted to save the application. Click the “Save” button and the “Save As” window opens. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click “RUN.” Click “Yes” to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the “Welcome” page.
- Click “Next” to continue.

- Read the license agreement and click “Yes” to accept the agreement and continue the installation process. This takes you to the “Customer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter either the CFDA number for this announcement, 16.587 or this solicitation’s Funding Opportunity Number, 2006-OVW-1178. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.

- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at www.ojp.usdoj.gov/forms.htm. Other Mandatory forms are the (1) Project Narrative Attachment Form; (2) Budget Narrative Attachment Form; and (3) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.
- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

Note: the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.

- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.
- When finished, click the “Close” button.

Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
 1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
 2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
 3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
 4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

**APPENDIX C
BUDGET DETAIL WORKSHEET
AND
SAMPLE TRAVEL BUDGET**

Budget Detail Worksheet

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

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

Name/Position	Computation	Cost
		TOTAL _____

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

Name/Position	Computation	Cost
		TOTAL _____

Total Personnel & Fringe Benefits _____

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.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

TOTAL _____

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 or “Other” 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
------	-------------	------

TOTAL _____

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
--------------	-------------	------

TOTAL _____

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

Purpose	Description of Work	Cost
---------	---------------------	------

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

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

Name of Consultant	Service Provided	Computation	Cost
--------------------	------------------	-------------	------

Subtotal _____

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

Item	Location	Computation	Cost
------	----------	-------------	------

Subtotal _____

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

Item	Cost
------	------

Subtotal _____

TOTAL _____

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
		TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
		TOTAL _____

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

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

Federal Request _____

Required 25% Non-Federal Amount _____

Sample

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

TRAVEL SECTION ONLY

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.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

OVW technical assistance and training travel

3 coalition representatives will attend 6-8 training/technical assistance sessions over the project period

TBD		Airfare (\$399 x 3 people x 8 trips)		\$ 9,576
-----	--	--------------------------------------	--	----------

		Hotel (\$115/night x 5 nights x 3 people x 8 trips)		\$13,800
--	--	---	--	----------

		Meals (\$46/day x 6 days x 3 people x 8 trips)		\$ 6,624
--	--	--	--	----------

The \$30,000 OVW technical assistance and training has been budgeted in accordance with the program guidelines. The sites of the training sessions are unknown at this time.

(Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.)

TOTAL \$30,000

APPENDIX D
SAMPLE LETTER OF NON-SUPPLANTING

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
800 K Street, NW, Suite 920
Washington, DC 20530**

Dear Ms. Stuart:

[Name of Tribal Coalition] certifies that any funds awarded through the Tribal Domestic Violence and Sexual Assault Coalitions Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of combating crimes of violence against Indian women.

The **[name of Tribal Coalition]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]