



A Guide to Understanding the FY 2008 Grants to Indian Tribal Governments Program

Contact Information

If you require help understanding this Guide, please call the Tribal Unit at the Office on Violence Against Women at (202) 307-6026.

Important Dates:

Pre-Application Conference Calls:

January 8, 2008: 2 p.m.-4 p.m. E.S.T.

January 15, 2008: 2 p.m.-4 p.m. E.S.T.

January 17, 2008: 2 p.m.-4 p.m. E.S.T.

January 22, 2008: 2 p.m.-4 p.m. E.S.T.

(See p. 4 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation* for instructions on how to register to participate in one of the calls.)

Letter of Intent Deadline: **January 30, 2008**

Grants.gov Registration Deadline: **January 30, 2008**

Application Submission Deadline: **8:00 p.m. E.S.T. on February 6, 2008**

Please Note: This Guide is not a substitute for the *Grants to Indian Tribal Governments Program Solicitation*. A copy of the official solicitation may be obtained by visiting: www.usdoj.gov/ovw.

Introduction

The Grants to Indian Tribal Governments Program (Tribal Governments Program) was created as a part of Title IX of the Violence Against Women Act of 2005. The Tribal Governments Program replaces the STOP Violence Against Indian Women Discretionary Grants Program (STOP VAIW Program). The Tribal Governments Program varies from the STOP VAIW Program in a number of ways. Among the biggest differences between the two programs is that the Tribal Governments Program does not require tribes to provide matching funds. The Tribal Governments Program will also offer Indian tribal governments a longer list of options of how to use the grant funding, including the options of using the funding to support safe exchange and supervised visitation centers, as well as transitional housing assistance programs.

The Office on Violence Against Women (OVW) made its first awards from the Tribal Governments Program in Federal Fiscal Year 2007. OVW is committed to making sure that Indian Tribal governments understand the history and purpose of the Tribal Governments Program. OVW also wants to make sure that tribal governments understand how to apply for Tribal Governments Program funding. To further these goals, OVW has issued this Guide to assist you in applying for Tribal Governments Program funding. The Guide is meant to offer tribes who are interested in applying for Tribal Governments Program funding with an overview of the program and detailed explanation of certain application policies that tribes may have found confusing in the past. Please keep in mind that this Guide is not a substitute for the Tribal Governments Program solicitation or any of the applicable statutes, regulations, or policies that govern this program. You are responsible for reading the solicitation in its entirety and for following the instructions set forth in the solicitation.

Tribes who are interested in applying for Tribal Governments Program funding are encouraged to contact OVW's Tribal Unit with any questions or concerns about the program and the application process. OVW's Tribal Unit can be reached using one of the following methods:

Phone: (202) 307-6026
Fax: (202) 353-2589
E-mail: OVW.VAIW@usdoj.gov

Contents

Overview of the Grants to Indian Tribal Governments Program	
History	p. 4
What Happened to the STOP VAIW Program?	p. 4
Other OVW Grant Programs to Which Tribes May Apply	p. 5
Application Submission	
What to Do If:	
You Do Not Have Internet Access	p. 6
You Cannot Submit Your Application in Grants.gov on Time	p. 6
You Do Not Have Access to an Overnight Delivery Service	p. 7
OVW Policy on Late Submissions	p. 7
Eligibility	
Basic Eligibility Information	p. 8
Collaboration Requirement	pp. 8-10
Types of Applicants	
New Applicants	p. 11
Current Grantees	p. 11
Evaluation for Continuation Funding	pp. 11-13
The Award Period and Budget Limits	p. 14
Allowable Activities	pp. 15-18
Unallowable Activities	
Activities That May Compromise Victim Safety	pp. 19-22
Other Prohibited Activities	p. 22
Application Content and Evaluation	
SF-424 Application for Federal Assistance	p. 23
Standard Assurances and Certifications	p. 23
Project Narrative	p. 23
Budget and Budget Narrative	p. 23
Letter of Support/Letter of Exemption	p. 23
Letter of Non-Supplanting	p. 23
Financial Capability Questionnaire	p. 24
Indirect Cost Rate Agreement	p. 24
Tribal Resolutions	pp. 24-25
Position Descriptions and Resumes	p. 25
OVW Policy on Incomplete Applications	p. 25
Appendices	
Appendix A: Sample Letter of Intent	
Appendix B: Sample Budget and Budget Narrative	
Appendix C: Sample Letter of Non-Supplanting	
Appendix D: Sample Letters of Support/Letter of Exemption	
Appendix E: Sample Tribal Resolutions	

Overview of the Grants to Indian Tribal Governments Program

History

Historically, the Office on Violence Against Women (OVW) administered one grant program specifically for Indian tribes, the STOP Violence Against Indian Women Discretionary Grants Program (STOP VAIW Program). The STOP VAIW Program was funded from a five-percent set-aside from the STOP Formula Program for state governments. In addition, OVW administered four other grant programs that contained five-percent set-asides for tribal governments.¹ Tribal governments were eligible to apply to OVW for funding from three other grant programs that did not have tribal set-asides.² The way in which OVW makes grant award funds available to tribal governments was significantly changed by the passage of the Violence Against Women Act of 2005 (VAWA 2005).

Title IX of VAWA 2005 increased each of the set-asides for tribal governments in OVW's grant programs from five percent to ten percent. It creates new set-asides for tribal governments from two grant programs.³ Title IX also consolidates all but one of the tribal set-asides to create the Grants to Indian Tribal Governments Program (Tribal Governments Program).⁴ It is hoped that the consolidation of the funds from seven grant programs into one will help remove some of the challenges that tribes faced in accessing grant funding from OVW in the past.

What Happened to the STOP VAIW Program?

The Tribal Governments Program has replaced the STOP VAIW Program. Current STOP VAIW Program grant award recipients who are seeking grant funding to continue their STOP VAIW-funded projects should apply for Tribal Governments Program funding. (See "Other Considerations" on pages 13-14 of this *Guide* for more details). There are many differences between the two programs. The most important differences in terms of applying for funding from OVW are that:

- Tribes do not have to provide matching funds;
- There are no certification requirements;
- There is no coordinated community response requirement; and
- There is greater flexibility in how the grant funds can be spent.

¹ Grants to Encourage Arrest Policies and Protection Order Enforcement Program; Legal Assistance for Victims Program; Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Child Victimization Enforcement Assistance Program; and the Safe Havens: Supervised Visitation and Exchange Program.

² Grants for Education, Training and Enhancing Services to End Violence Against and Abuse of Women with Disabilities; Grants for Enhanced Training Services to End Violence Against Women in Later Life; and the Transitional Housing Assistance Program.

³ VAWA 2005 creates a ten-percent set-aside for tribal governments from the Transitional Housing Assistance Program that is used to fund the Tribal Governments Program. There will also a ten-percent set-aside in a new grant program, the Court Training and Improvements Program that is to be used to fund the Tribal Governments Program, if Congress appropriates funds for the program.

⁴ Seven percent of the Legal Assistance to Victims Program is used to fund the Tribal Governments Program, while the remaining three-percent is left in the Legal Assistance to Victims Program to support Indian country projects.

Other OVW Grant Programs to Which Tribes Can Apply

Tribal governments are still eligible to apply for funding from any of the OVW grant programs listed below:

- Grants for Education, Training, and Enhanced Services to End Violence Against and Abuse of Women with Disabilities;
- Grants for Enhanced Training and Services to End Violence Against Women in Later Life;
- Grants to Encourage Arrest Policies and Protection Order Enforcement Program;
- Legal Assistance to Victims Program;
- Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking and Child Victimization Enforcement Assistance Program;
- Safe Havens: Supervised Visitation and Exchange Program; and
- Transitional Housing Assistance Program.

Tribal governments that submit an application to any other OVW grant program will have to satisfy all of the eligibility and certification requirements of the program in order to receive an award from that program. (Please visit the OVW Web site for more information on these programs: www.usdoj.gov/ovw.)

Application Submission

As outlined in the *FY 2008 Grants to Indian Tribal Governments Program Solicitation*, each applicant must accomplish the following in order to submit an application for funding:

- (1) Register with www.grants.gov by no later than **January 30, 2008** to submit an application for funding online;
- (2) Submit your application via www.grants.gov by no later than **8:00 p.m. E.S.T. on February 6, 2008**; and
- (3) Submit a hard copy of the application via overnight delivery service to Lockheed Martin Corporation by no later than **January 30, 2008**.

(See page 10 of the *FY 2008 Grants to Tribal Governments Program Solicitation* for more details on the submission requirements.)

What to Do If You do not Have Internet Access

Tribes that do not have Internet access should notify OVW **in writing** by no later than **January 30, 2008** that they do not have Internet access, and plan to submit a hard copy application. The written notification must be in the form of a letter on official letterhead addressed to:

Attn: Mary Beth Buchanan, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

The letter may be submitted by fax to (202) 305-2589. The hard copy application must be post-marked by **February 6, 2008**, and should be sent to the address listed on page 11 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation* using an overnight delivery method.

What to Do If You Cannot Submit Your Application in Grants.gov on Time

You are responsible for submitting your application for Tribal Governments Program funding in Grants.gov. The application must be submitted through Grants.gov by **8:00 p.m. E.S.T. on February 6, 2008**. You are advised to attempt to submit your application well in advance of the 8:00 p.m. E.S.T. deadline. If you experience technical difficulties, and are unable to submit your application via Grants.gov by 8:00 p.m. E.S.T. on **February 6, 2008**, you should take the following steps:

- (1) Send an e-mail to a member of the OVW Tribal Unit:
Beverly Fletcher: beverly.fletcher@usdoj.gov
Kathy Howkumi: kathy.howkumi@usdoj.gov
Katherine Mera: katherine.mera@usdoj.gov
Kimberly Woodard: kimberly.woodard@usdoj.gov

The message should state that you were unable to submit your application online at www.grants.gov due to technical difficulties.

- (2) Submit a hard copy of your complete application package using an overnight delivery service. The hard copy of the application should be sent to Lockheed Martin at the

address listed on page 11 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation*.

What to Do If You Do Not Have Access to an Overnight Delivery Service: OVW requires applicants to all of its grant programs to make arrangements to submit a hard copy of their applications for funding using an overnight delivery service. OVW has a limited amount of time scheduled to complete the process of reviewing applications for funding. The overnight delivery requirement helps OVW move more quickly to begin the process of reviewing applications for funding.

OVW recognizes that some Tribal Governments Program applicants from isolated rural areas may have limited or no access to many of the popular overnight mail delivery service providers, or that, in some communities, pick-up and delivery of mail through the U.S. Postal Service may be infrequent. If you have access to the U.S. Postal Service's Express Mail service, then you are expected to use it to submit the hard copy of the application with a post-mark of no later than February 6, 2008. **However, if you do not have access to any overnight delivery service, including the U.S. Postal Service's Express Mail service, then you need to submit a letter explaining this to OVW by no later than January 30, 2008.**

The letter should state that your tribe has limited or no access to overnight delivery services, and should state your tribe's intent to submit the application by first-class mail. The letter should be addressed to:

Attn: Mary Beth Buchanan, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

The letter may be submitted by fax to (202) 305-2589, or, it may be submitted by e-mail to OVW.VAIW@usdoj.gov.

OVW Policy on Late Submissions

OVW has offered several options for tribes to provide advance notice to OVW if receipt of their application will be delayed due to a lack of Internet access, technical difficulties, or geographic isolation. If you do not provide advance notice to OVW about an issue that may cause a delay in the submission of your application, then your application will not be considered for funding.

Please contact the OVW Tribal Unit if you have any questions about how to submit an application for Federal Fiscal Year 2008 Tribal Governments Program funding.

Eligibility

Basic Eligibility Information

Title IX of VAWA 2005 establishes who is eligible to receive funding from the Tribal Governments Program. OVW will accept applications for Tribal Governments Program funding from any of the following:

1. A Federally recognized Indian Tribe;
2. The Authorized Designee of a Federally recognized Indian Tribe; or
3. A Tribal Consortium.

Additional Eligibility Requirements

Each eligible applicant must satisfy all of the program eligibility requirements in order to receive an award from the Tribal Governments Program.

Collaboration Requirement

Title IX requires that each tribe or organization that is eligible to apply for Tribal Governments Program funding consult with a specific type of organization or group to implement the project. There are three ways to satisfy this requirement:

1. Partner with a nonprofit, nongovernmental Indian victim services program from the tribal or local community;
2. Partner with a nonprofit, nongovernmental tribal domestic violence or sexual assault coalition (if they exist in your community); or
3. Partner with an advisory committee of women from the community that will be served by the project.

This collaboration requirement is very important. Tribal communities that have had the most success in addressing violence committed against Indian women have all had one thing in common: they have worked closely with individuals and organizations who are well qualified to know the needs of Alaska Native and American Indian women who have been the victims of domestic violence, dating violence, sexual assault, or stalking.

Selecting a Partner

The following information is offered to guide to you in selecting an appropriate partner for your project.

Nonprofit, Nongovernmental Indian Victim Services Programs

Nonprofit victim services programs, such as domestic violence shelter programs or rape crisis centers, have developed a deep understanding of the needs of victims of violence against women. They not only understand what victims need, they also know how to create programs and policies that appeal to victims. In addition, they know the kinds of programs and policies that will discourage victims from seeking help. It is critical to have the input of the staff from these organizations in developing your project. It is also important that the nonprofit, nongovernmental Indian victim services provider that you choose to partner with satisfy certain criteria.

Ideally, you should partner with a nonprofit victim services program whose primary purpose is to serve adult female American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking, and whose staff has a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

Nonprofit Tribal Domestic Violence and Sexual Assault Coalitions

Nonprofit tribal coalitions are organizations that have been created to make changes in the way communities respond to violence committed against Indian women. They are dedicated to changing the ways in which tribal, state, local, and Federal systems respond to violence against Alaska Native and American Indian women. Tribal coalitions work to educate tribal leaders and community members about domestic violence, dating violence, sexual assault, and stalking. The coalitions have a wide range of knowledge and experience that can help tribal governments develop programs and policies that are victim sensitive.

Advisory Committees

Not all tribal communities have a nonprofit, nongovernmental Indian victim services provider on or near their lands. Nor do nonprofit tribal domestic violence and sexual assault coalitions exist in every tribal community. Tribal communities without access to these organizations do have a valuable local resource to help them develop a good response to violence against Indian women. That resource is the women of their own community. The women from the community to be served by the project can be invited to serve on an advisory committee for the project.

Who Should Serve on the Advisory Committee?

There are three groups of community residents you should consider inviting to serve on your advisory committee. In order of priority, these groups are:

- (1) Survivors:** Women who are survivors of domestic violence, dating violence, sexual assault, or stalking can draw on their personal experiences to identify the gaps in services in your community. They can also help to identify existing policies and practices that act as barriers to victims accessing services in your community.
- (2) Victim Advocates:** Women who have a history of providing assistance to American Indian or Alaska Native women who are victims of domestic violence, dating violence, sexual assault, or stalking can be a valuable asset in your efforts to develop an effective response to these crimes in your community.
- (3) Women Who Are Committed to Ending Violence Against Women:** If you are unable to identify survivors or victim advocates to serve on the advisory committee, then you should invite women from your community who are committed to ending violence against women to serve on the committee. These women should be willing to participate in education and training opportunities to increase their understanding of domestic violence, dating violence, sexual assault, and stalking. The women should also be willing and able to meet together on a regular basis to discuss issues related to violence against women in your community.

The Role of the Nonprofit Partner or Advisory Committee

It is critical that your nonprofit partner or advisory committee have a leadership role in implementing your project. The partner or committee should also meet with program staff and partners on a regular basis to discuss the status of the grant-funded project and to make suggestions for improvement. If your nonprofit partner or advisory committee is not actively involved in implementing the project in a meaningful way, then it will be difficult for your tribe to develop a victim-sensitive response to violence against women.

Summary of Eligibility Requirements

Type of Applicant	Nonprofit Partner?	Tribal Resolution?	Program Scope?
Federally recognized Indian Tribe	Yes	No	Yes
Authorized Designee	Yes ⁵	Yes	Yes
Tribal Consortium	Yes	Yes	Yes

⁵ An authorized designee of a Federally recognized Indian tribe that is a qualified nonprofit, nongovernmental Indian victim services provider organization or a tribal domestic violence or sexual assault coalition may be exempt from this requirement. (See page 19 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation* for details.)

Types of Applicants

There are two types of applicants for the Tribal Governments Program:

1. **New Applicant:** a tribe or organization that has never before received funding from OVW, or a tribe or organization that has received OVW grant funding in the past, but that does not currently have an active OVW grant award.
2. **Current Grantee:** a tribe or organization that has at least one current, active grant award from the OVW.

Current OVW grantees should see Appendix B of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation* for a list of tribes and organizations who are eligible to apply for Federal Fiscal Year 2008 Tribal Governments Program funding.

Review of the Status of the Current Project Section

OVW evaluates how well its current grantees have performed with the grant funding that they previously received from the Office as part of the decision about whether or not they should receive additional funding. Current grantees can lose up to 25 points from their final application score if they have not performed well on their current grant awards. OVW evaluates the performance of current grantees as part of the internal review process. The evaluation criteria that OVW uses can be found on pages 13-14 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation*.

Part One: Grantee Performance

During the first part of the evaluation of current grantees OVW looks at:

- The progress made in accomplishing the goals and objectives of the original project;
- Compliance with the special conditions of the current grant award agreement;
- Timely submission of required program progress reports and financial status reports;
- Compliance with the Office of Justice Programs' (OJP) financial guidelines; and
- Whether the funds from the current grant award have been spent only on allowable expenditures.

OVW uses information from the following sources to complete this evaluation:

- Information presented in the Status of the Current Project section in the project narrative of the application for continuation funding;
- Program progress reports and financial status reports;
- Information obtained during any on-site monitoring visit from OVW or the OJP Office of the Comptroller; and
- Correspondence exchanged between OVW and the grantee.

It is extremely important that current grantees maintain communication with their assigned OVW Program Specialist. Circumstances may occur that prevent current grantees from completing their project goals and objectives on time; or, current grantees may experience technical difficulties in submitting their required reports in a timely manner. Your OVW Program Specialist will not be aware of these challenges unless you inform him/her.

Part Two: United States Department of Justice Financial Considerations

The second part of OVW's evaluation of current grantees focuses on how well the grantee has satisfied financial requirements, including whether the current grantee has:

- Received final approval on the budgets for each of its United States Department of Justice grant awards; and
- Spent the funds from its current grant award in a timely manner.

Conditional Budget Clearances

When an applicant applies to receive grant award funding from one of the United States Department of Justice's discretionary grant programs, the applicant is required to submit an itemized budget. Every year, each grant-making office or agency within the United States Department of Justice creates a schedule for making grant awards. Part of the schedule includes a deadline to have the Office of the Comptroller review and approve the itemized budgets for discretionary grant awards.

If the budget for your application has not been approved by the deadline to do so, you may still receive a grant award. The award will have a special condition on it that states that you are prohibited from obligating, expending, or drawing-down the grant funds until the Office of the Comptroller has approved the budget for the award, and a Grant Adjustment Notice has been issued to remove the special condition. An award made under these circumstances is an award that has a conditional budget clearance.

If there is a delay in the grantee submitting an acceptable budget, there will be a delay in the program office issuing the Grant Adjustment Notice, which causes a delay in the grantee accessing the grant funds. This chain reaction creates a problem. The funding for the award is not being used. The funding may remain unused for months, or even a year or more at a time. Accordingly, it is important for grantees to obtain final approval on budgets as quickly as possible so that grant activities may commence.

Part Three: Removal from Funding Consideration

The third part of OVW's evaluation of current grantees involves determining whether the grantee's current performance has been so poor that it may not be considered to receive continuation funding. This part of the evaluation considers whether the grantee has:

- Met grant deadlines for each of its current OVW grant awards;
- Made very little progress in expending current grant award funding;
- Complied with the Office of Justice Programs' financial requirements;
- Complied with the special conditions of its current OVW grant awards;
- Submitted its A-133 audit to the Federal Audit Clearinghouse on time; or
- Failed to respond to audit findings from either an Office of the Comptroller monitoring site visit, or an audit conducted by the United States Department of Justice's Office of the Inspector General.

Meeting Grant Award Deadlines

Some OVW grant programs make awards that give grantees deadlines to accomplish certain activities. These deadlines are outlined in the program solicitation and in the special conditions of the grant award itself. If a current OVW grantee has not met the deadlines of its current OVW grant award, then OVW may use its discretion to deny the grantee continuation funding.

Progress Expending Current Grant Award Funding

OVW must assess whether current grantees have made adequate progress in expending the funds from their current grant award. OVW staff will look at the unobligated balance of funds that remain on a current grant award as of the date that Federal Fiscal Year 2008 applications are due. A current grantee who has not made adequate progress with spending funds from its grant award may not receive continuation funding.

Compliance with Office of Justice Programs' Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Office of Justice Programs' *Financial Guide* as a condition of receiving grant funding from OVW. If OVW determines that a current grantee has violated any of the requirements of the *Financial Guide*, then the grantee may be denied continuation funding. (See Chapter 1 of the *Financial Guide*.)

OMB A-133 Audit Requirement

All grantees, including tribes, who expend \$500,000 or more in Federal funding during their Fiscal Year have an obligation to submit an annual audit to the Federal Audit Clearinghouse. (See Chapter 19 of the *Financial Guide* for more information on who is required to submit an audit). A tribe or organization who is overdue in submitting its required audit may be denied additional Federal funding. (See Chapter 1 of the *Financial Guide*, "Policy on Making Awards.")

Unresolved Audit Findings

Unresolved issues related to a current grantee's financial accounting practices and policies raise questions about the grantee's willingness or ability to properly account for grant funds. A current OVW grantee that has not made an attempt to respond to, or resolve, findings made during an audit or an on-site monitoring visit from the Office of the Comptroller may be denied continuation funding. (See Chapter 1 of the *Financial Guide*, "Policy on Making Awards.")

Other Considerations

Some of OVW's FY 2007 grant award recipients are eligible to submit an application for Federal Fiscal Year 2008 Tribal Governments Program funding (See Appendix B of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation* for details.) Federal Fiscal Year 2007 grantees, however, may not receive Federal Fiscal Year 2008 funding to support the same activities that they are supporting with their Federal Fiscal Year 2007 grant awards.

For example: If your tribe or organization received a Federal Fiscal Year 2007 OVW grant award to hire a victim advocate:

- You **cannot** request funding from OVW in Federal Fiscal Year 2008 to support that same victim advocate position.
- You **can** request Federal Fiscal Year 2008 funding to enhance your current program by, for instance, hiring an additional victim advocate.

The Award Period and Budget Limits

The Award Period

For many years OVW made STOP Violence Against Indian Women Program (STOP VAIW Program) grant awards to tribes on an almost annual basis. The result was that many tribes received more funding than they could reasonably expend during the grant award period, and grant funding remained unused for years at a time. OVW has extended the award period for the Tribal Governments Program grants to 36 months. The 36-month grant award period should provide a number of benefits for grantees, including offering them sufficient time to properly develop and implement their grant-funded projects. The 36-month award period should also promote a more efficient and effective use of available grant funds.

Budget Limits

Historically, OVW has not been able to fully satisfy the demand for grant funding from tribal governments. Federal Fiscal Year 2007 was no exception. In Federal Fiscal Year 2007, OVW received requests for more than \$58 million in grant funding from applicants to the Tribal Governments Program; however, OVW had only \$32 million available to make grant awards under the program. OVW anticipates that the demand for Tribal Governments Program funding in Federal Fiscal Year 2008 will once again exceed the amount of funding available to make grant awards. OVW feels that it is necessary to suggest budget limits in order to ensure that a larger number of communities receive grant funding.

New applicants may apply for grant awards of up to \$450,000. The budget limitation for new applicants reflects that many first time applicants may not have an established response to violence against women. Tribal communities that do not have an established response to violence against women are encouraged to focus their efforts on:

- Providing basic services for victims of domestic violence, dating violence, sexual assault and stalking;
- Developing the response protocols and policies necessary to create a strong and effective response to crimes of violence against Indian women;
- Providing training to tribal government employees to increase their capacity to appropriately identify victims of domestic violence, dating violence, sexual assault, and stalking and respond to their needs; and
- Conducting community education and outreach campaigns to increase the public's awareness and understanding of violence against Indian women.

Current grantees have an established response to violence against women, and will need funding to continue their current grant-funded projects and activities. Tribal communities with an established response to violence against women may also need additional funding to enhance their current efforts to address violence against women. They may also desire to consolidate two or more of their current OVW grant awards. While there is no strict budget limit on the amount of funding that current grantees can request, OVW strongly encourages its current grantees to carefully consider the amount of funding that is necessary to continue or enhance their current OVW-funded projects. Current grantees should pay careful attention to the unobligated balances on their current grant awards. All requests for continuation funding must be reasonable. Due to limited funding, it is unlikely that OVW will make continuation awards in excess of \$900,000.

OVW may use its discretion to negotiate the amount of your actual grant award as well as the range of activities that can be supported with the award funding.

Allowable Activities

Understanding Program Scope

The statute that created the Tribal Governments Program defines the “scope” of the Tribal Governments Program activities. In other words, the statute states how Tribal Governments Program grant funds can be used. OVW refers to this as the “statutory scope of the program,” or the “program scope.” It is important to keep in mind that the statute sometimes gives only broad descriptions of how the grant funding can be used. There are many other Federal laws, regulations, and rules that may restrict some specific activities that seem to be allowable under the language from the statute. OVW will not be able to allow you to use Tribal Governments Program funds to support an activity that violates Federal laws, regulations, or rules.

If you have questions about whether Tribal Governments Program funds can be used for a specific activity, please contact the OVW Tribal Unit for guidance before including it in your application for funding.

Tribal Governments Program Purpose Areas

The Tribal Governments Program may be used for the eight purposes identified in Title IX of VAWA 2005. In order to receive Tribal Governments Program funding, your tribe or organization must propose to use Tribal Governments Program funding for one of the purposes listed on pages 7-8 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation*. OVW has prepared the following list of examples to show how your tribe or organization may consider using Tribal Governments Program funding. This list is not meant to be exhaustive.

Purpose Area 1: Develop and enhance effective plans for the tribal government to reduce violent crimes against Indian women and help keep them safe. The plans to reduce the violence and keep Indian women safe can be based on tribal law and customs.

- Develop a coordinated community response team that will create domestic violence response protocols and policies.
- Develop a Sexual Assault Response Team (SART) to respond to incidents of rape or sexual assault that occur in the community.
- Support a court-ordered and court-monitored Batterer’s Intervention Program that incorporates tribal custom and tradition.

Purpose Area 2: Increase the ability of the tribal government to respond to domestic violence, dating violence, sexual assault, and stalking committed against Indian women.

- Create a tribal sex offender registry.
- Develop or revise response policies and protocols that address domestic violence, dating violence, sexual assault or stalking.
- Provide training for tribal government employees on how to recognize and appropriately respond to the needs of women who have been the victims of domestic violence, dating violence, sexual assault, or stalking.

Purpose Area 3: Strengthen the tribal criminal justice system's ability to get involved with stopping violence against Indian women. This may include improving the ability of tribal law enforcement officers, prosecutors, judges and other court staff, probation officers, and the staff at tribal jails to become more involved in stopping violence against Indian women.

- Create an information sharing database that links tribal law enforcement with the tribal court, tribal jail, probation office, and the prosecutor's office in order to improve the tracking of domestic violence cases.
- Provide training to tribal law enforcement officers, prosecutors, judges, other court staff, probation officers, and staff at the tribal jail on domestic violence, dating violence, sexual assault, or stalking.
- Hire dedicated law enforcement officers, prosecutors, judges and other court staff, and probation officers to improve the investigation, prosecution and adjudication of crimes of violence against Indian women.

Purpose Area 4: Improve services that are available to help victims of domestic violence, dating violence, sexual assault, and stalking.

- Support the creation of a Sexual Assault Nurse Examiner (SANE) Program by training medical personnel on how to properly conduct sexual assault forensic exams.
- Hire victim advocates to work with victims of domestic violence, dating violence, sexual assault, or stalking.
- Support the operation of a domestic violence shelter program by hiring staff for the shelter, paying shelter rent, and purchasing furniture, office equipment, and supplies for victims.

Purpose Area 5: Work with the community to develop education and prevention campaigns that are designed to inform members of the tribal community about domestic violence, dating violence, sexual assault, and stalking programs, and that also increase the community's awareness about the needs of children who have witnessed domestic violence.

- Create newspaper advertisements, public service announcements, billboards, posters, brochures, and flyers that are designed to educate the public about violence against women.
- Create a public education campaign that is designed to raise awareness among teenagers about teen dating violence or sexual assault.
- Conduct public awareness activities at local schools about the needs of children who have witnessed domestic violence.

Purpose Area 6: Provide supervised visitation and safe exchange programs that allow children to visit with their non-custodial parent in cases where one parent has committed an act of domestic violence, dating violence, sexual assault, and stalking against the other. In cases where the court has ordered that the non-custodial parent can have a supervised visit with the

child, the program should create a safe place where the parent can have a supervised visit with the child. If the court has not ordered supervised visitation, then the program should offer a safe, neutral place for the non-custodial parent of the child to pick the child up and return the child for unsupervised visitation. A supervised visitation and safe exchange program must have appropriate security measures, policies, and procedures so that victims and their children are safe.

- Work with the tribal court, the victim services program, tribal law enforcement, and child protective services to develop a plan for the creation of a supervised visitation and safe exchange center.
- Hire staff for supervised visitation and safe exchange center.
- Pay for appropriate security measures at a supervised visitation and safe exchange center.

Purpose Area 7: Provide transitional housing assistance for victims of domestic violence, dating violence, sexual assault, or stalking. The assistance provided to victims may include money for rent, utilities, a security deposit, or other minor costs related to moving into transitional housing. A transitional housing assistance program may also offer victims support and services necessary to help the victim locate and secure permanent housing.

- Hire staff to assist victims with locating affordable permanent housing, employment, and child care.
- Provide funding to victims to pay for rent, utilities, a security deposit, and other costs associated with finding transitional housing.
- Rent transitional housing units for use by victims and their children.

Purpose Area 8: Provide legal advice and representation to victims of domestic violence, dating violence, sexual assault, or stalking who need assistance with legal issues that are caused by the abuse that they have suffered.

- Hire an attorney to provide representation in protection order cases, as well as divorce, custody, child support, and visitation cases.
- Provide legal representation in housing, public benefits, and immigration matters.
- Hire paralegal and other support staff to assist program attorneys in meeting the needs of victims.

Applications that Are Partially Out of Scope

Your tribe or organization may still be considered for funding if your application proposes to use Tribal Governments Program funds to pay for activities that are only partially within the scope of the Tribal Governments Program. The score for your application may be reduced to reflect that the activities that have been proposed are only partially in scope. If your application is selected for funding consideration, you will be asked to remove any activities that are outside the scope of the Tribal Governments Program.

Incorporating Traditional Practices and Customs into Your Project Activities

OVW encourages you to incorporate traditional practices and customs that reflect your community's lifeways into your grant-funded project. However, there may be some limits on using Tribal Governments Program funding to support some activities that are based on traditional practices and customs. OVW may have to ask you to remove these activities from your application.

Generally, there are three reasons why OVW may ask you to remove such activities:

- (1) The activity is prohibited by Federal law, rules, or regulations;
- (2) The activity may be outside the scope of the Tribal Grants Program; or
- (3) The activity, as described, may appear to compromise victim safety, or to not hold offenders accountable for their behavior.

Please contact the OVW Tribal Unit if you have any questions about whether or not a specific activity is allowable before you submit your application for Tribal Governments Program funding.

Unallowable Activities

There are certain activities that cannot be supported with funding from the Tribal Governments Program. Some of these activities are prohibited by OVW's policies because they have been found to compromise victim safety. Other activities are prohibited by Federal law or policy. If your tribe or organization includes the following activities in its application for Tribal Governments Program funding, then the overall score for the application may be reduced. If the application is selected to receive Tribal Governments Program funding, your tribe or organization will be asked to remove these activities from the Project Narrative or from the budget, and there will be special conditions placed on your award agreement that will prohibit you from using the grant funds to support these activities.

Activities that May Compromise Victim Safety

The underlying goal of OVW's work is to ensure that grant funds are used to enhance victim safety and promote offender accountability. Experience has shown that certain policies and practices may make victims less safe, or may not hold offenders responsible for their own behavior. OVW's policy is to prohibit discretionary grant award recipients from using grant funds to support these potentially unsafe activities. A list of activities that may compromise victim safety may be found on pages 9-10 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation*.

Please keep in mind that the list included in the solicitation does not represent every activity that may compromise the safety of victims or that may not hold offenders responsible for their behavior. There may be other activities proposed in your application that may not meet OVW's goal of enhancing victim safety and promoting offender accountability.

Why May These Activities Compromise Victim Safety?

The following is meant to offer a brief explanation about why the activities listed on pages 9-10 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation* may compromise victim safety:

Activity: Offering criminal defendants who have been charged with crimes related to domestic violence, dating violence, sexual assault, or stalking to avoid prosecution by agreeing to participate in another type of program (such as a drug court), or by agreeing not to commit another crime for a specific period of time.

Why Is This Prohibited?: One of the ways that a community can enhance victim safety and promote offender accountability is through the intervention of the criminal justice system. Historically, crimes of violence committed against Indian women were not treated as serious criminal violations. Domestic violence, for instance, was viewed as a "family problem." The crimes were not aggressively investigated or prosecuted, and offenders were rarely punished for their behavior. The result was that victims lost faith in the criminal justice system, and offenders learned that they would not face serious consequences for their violent behavior.

For example, a defendant who has been charged with a crime related to domestic violence or dating violence should not be allowed to enter into a pre-trial diversion program. These programs do not treat crimes related to violence against women as a serious criminal offense. Both the offender and the victim receive the message that the offender's behavior was not serious. The victim also learns that there will not be any serious consequences if the offender continues to abuse the victim in the future. This result may make offenders less fearful of future

criminal justice intervention, and it may make victims less willing to report the offender's future violent behavior to law enforcement.

Activity: Ordering victims and offenders to attend mandatory couples counseling or mediation.

Why Is This Prohibited?: In many instances, courts have found it useful to order couples who are parties to a contentious divorce or child custody case to undergo joint counseling or mediation to help resolve their differences. Some jurisdictions even have laws or court rules that make it mandatory for all couples involved in family law disputes to go through couples counseling or mediation. Counseling and mediation, however, are not appropriate for couples who have a history of domestic violence or dating violence.

One of the basic principles of mediation is that both of the parties involved in the process are equals. They are both free to make their own decisions, and both have the right to speak freely. In contrast, there is a power imbalance that is present in relationships where couples have a history of domestic violence or dating violence. The offender has a history of using his power over the victim to control the victim's behavior. The victim may feel intimidated by the idea of challenging the offender's statements or ideas. These factors make the mediation process for couples with a history of domestic violence or dating violence ineffective and potentially dangerous. Mandatory mediation may also make victims less likely to pursue legal remedies, such as divorce, or child custody, which are necessary to establish permanent safety for the victim and her children.

Activity: Operating domestic violence batterer intervention programs that are not court-ordered and are not court-monitored.

Why Is This Prohibited?: Some communities believe that domestic violence and dating violence offenders need anger management classes to help prevent them from committing future acts of violence against women. This is not true. Anger management classes are an ineffective response to domestic violence and dating violence. Many experts believe that acts of domestic violence are caused by the offender's need to exercise power and control over his victim, and that offenders do possess the ability to control their anger.⁵ The best treatment response for perpetrators of domestic violence and dating violence are batterer intervention programs. A batterer intervention program can help offenders confront their attitudes about their need for control, and can help them develop more effective strategies for dealing their partners.

Offenders should be ordered to attend the program by the court. This ensures that there is an agency with the authority to punish the offender if the offender does not participate in the program. The court should monitor the offender's progress in the program. The agency or organization that is operating the batterer intervention program should make regular progress updates to the court during the time that the offender is participating the program. The court should impose a graduated range of sanctions on offenders who have not made progress in the program.

Your tribe or organization can **only** use Tribal Governments Program funding to pay for batterer intervention programs that are court-ordered and court-monitored.

⁵ Hill, Brenda, *An Open-ended Discussion of Some Terms Used*, Domestic Violence Awareness: Actions for Social Change- 2005, p. 79.

Activity: Using procedures that would force victims of domestic violence, dating violence, sexual assault, or stalking to testify against their abusers.

Why Is This Prohibited?: A victim who is forced to testify against her abuser may be in danger of being re-victimized by the abuser, or worse, she may be killed by her abuser. For many years, different jurisdictions across the country have worked to develop pro-arrest and pro-prosecution policies and practices. The goal of this work was to ensure that victims of violence against women were not placed in the potentially dangerous situation of having to testify against their abusers. With the proper knowledge and training, law enforcement officers and prosecutors can learn how to build a case against an offender that does not hinge on the victim's testimony.

Activity: Requiring victims of domestic violence, dating violence, sexual assault, or stalking to file for a protection order or file criminal charges against their abuser as a condition for receiving services.

Why Is This Prohibited?: A woman who has been abused may have many valid reasons for not seeking legal remedies against her abuser. The woman may be afraid to file criminal charges or seek a protection order. It may be safer for a victim to re-locate to another jurisdiction; or, a victim may not want intervention from the justice system. She may just want to have access to supportive services. Regardless of the reason, a victim's decision to not file criminal charges or seek a protection order should always be respected. Placing conditions on a victim's ability to access services may have the undesired effect of discouraging victims from seeking help. The barriers created by your program may jeopardize the safety of the women in your community. Your tribe or organization should work to remove barriers to victims' ability to access services.

Activity: Using practices that fail to protect the confidentiality of victims.

Why Is This Prohibited?: The disclosure of confidential information about victims in your community may jeopardize their personal safety. A woman may leave an abusive relationship and re-locate to your community. If her abusive spouse or partner does not know that she has re-located to your community, then the disclosure of personally identifying information about that woman may alert her abuser to her present location. If her abuser knows where to find her, he may come to your community looking for her, and her life may be in serious danger.

Sometimes victims of domestic violence seek help while they are still living with their abusive spouse or partner. If the abuser, or someone from his family, discovers that she has consulted with an advocate at your victim services office, the woman may be subject to further abuse. A victim may also feel a sense of shame or embarrassment about the abuse that she has suffered. She may be concerned that other people in the community will find out about the abuse and that she will be subject to humiliation.

Concerns about the improper disclosure of confidential information may keep victims from seeking assistance from your program. If victims do not receive the help that they need, then their personal safety is jeopardized.

Activity: Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence.

Why Is This Prohibited?: Many jurisdictions have adopted policies that require victim advocates and others who help women who have been abused to contact Child Protection Services if they believe that a minor child has witnessed domestic violence. The mothers of these children are themselves victims, but child welfare workers have often accused these women of neglect for failing to protect their children from witnessing the violence. In such cases the mothers are blamed for their partner's violence, and the children may be removed from their mother's custody.⁶

Women who are the victims of domestic violence may be reluctant to come forward and access services to help them if they believe that they may lose custody of their children. This results in both the victim and their children remaining in an abusive environment.

OVW believes that the best means of helping these women is for communities to develop partnerships among child protection workers and domestic violence victim advocates to help address the intersection of domestic violence, dating violence, and child abuse, and to ensure the safety of victims and their children.

Other Prohibited Activities

These activities include:

Lobbying: The prohibited activities include developing or distributing materials related to a change in law or official policy, and traveling to a state or national meeting for the sole purpose of lobbying. The prohibition applies to lobbying Federal, state, local, and tribal officials.

Your tribe can use Tribal Governments Program funding to help create or revise its tribal code; however, neither grant funds, nor grant-funded staff can be used to propose the code to tribal officials once it has been developed.

Fundraising: Your tribe or organization cannot use Tribal Governments Program funding to conduct fundraising activities. This includes using grant funds to hire a grant writer or using grant funds to pay for the costs associated with taking a grant writing workshop. Your tribe or organization can generate program income by charging fees for services or training events, but the program income generated by the fees must be used to support the operation of the grant-funded project. (See Chapters 4 and 16 of the *Financial Guide* for more information on fundraising and program income.)

Research Projects: Tribal Governments Program funding cannot be used to conduct research; however, you can use up to one-percent of the total budget of your Tribal Governments Program award to evaluate the effectiveness of your project. (See page 17 in the *FY 2008 Grants to Indian Tribal Governments Program Solicitation* for more information.)

Investigating, prosecuting, or providing services for child victims of rape, sexual assault, or stalking that are not related to an incident of domestic violence, dating violence, sexual assault or stalking that has been committed against an adult: OVW has determined that addressing child abuse or neglect that occurs outside the context of an incident involving an act of abuse committed against the parent of the child victim is beyond the scope of the Tribal Governments Program.

⁶ Edleson, Jeffery L. and Susan Schechter, *Effective Intervention in Domestic Violence and Child Maltreatment Cases: Guidelines for Policy and Practice*, National Council of Juvenile and Family Court Judges, 1999, p. 19.

Making Physical Modifications to a Building

Tribal Governments Program funding may not be used for construction costs or for even minor renovations to a building such as painting or carpeting.

Application Content and Evaluation

SF-424 Application for Federal Assistance

This document serves as your official application for Federal grant funding. Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of your application package. Also pay close attention to the individual who is listed in box 18 as the Authorized Representative for your tribe or organization. The individual listed in this box must have the authority to accept grant awards on behalf of your tribe or organization.

Standard Assurances and Certifications

These documents are considered accepted when you submit your application online at Grants.gov. You may print a copy of these documents and include a signed copy in the hard copy of your application.

Project Narrative

The four parts of this section are outlined on pages 12-15 of the *FY 2008 Grants to Indian Tribal Governments Program Solicitation*. Please keep in mind that there should be a logical connection between the Purpose of the Application section, What Will be Done section, and the Who Will Implement section. For example, if your Purpose of the Application section discusses your community's problem with sexual assault, and your What Will be Done section indicates that you will develop a sexual assault services program for victims, but there is no one with sexual assault expertise in your Who Will Implement section, then your application will most likely lose points.

OVW strongly encourages you to organize your Project Narrative section so that it includes each of the proper section headings identified in the Tribal Governments Program solicitation. The section headings should also appear in the same order that they appear in the program solicitation.

Budget and Budget Narrative

OVW strongly encourages you to use the sample budget that is in Appendix B of this *Guide* when preparing the budget and budget narrative for your application. You **must** use the same budget categories that are in the sample budget.

Letter of Support/Letter of Exemption

Individual Federally recognized Indian tribes, an authorized designee of a Federally recognized Indian tribe, and tribal consortia must submit a letter of support from their qualified partner (i.e., a tribal victim services provider organization, a tribal domestic violence or sexual assault coalition, or an advisory committee of women from the community to be served by the project).

If you are a nonprofit, nongovernmental Indian victim services provider organization or a tribal domestic violence or sexual assault coalition that is acting as the authorized designee of a Federally recognized Indian tribe, then you must submit a Letter of Exemption.

Please see Appendix D of this *Guide* for sample letters.

Letter of Nonsupplanting

OVW strongly encourages you to use the sample letter that is in Appendix C of this *Guide* when preparing your letter of nonsupplanting. The letter must be recent, on the official letterhead of your tribe or organization, and signed by the chief executive officer for your tribe or organization.

Financial Capability Questionnaire (If Applicable)

If your organization is a nonprofit, nongovernmental organization, and you have never received funding from OVW or the OJP before, or, if you have not received funding within the last three years, then you 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.

Indirect Cost Rate Agreement (If Applicable)

You must include a current Federally recognized indirect cost rate agreement if your tribe or organization is requesting indirect cost in the budget for your application. You are discouraged from submitting an expired indirect cost rate agreement. Additionally, you are prohibited from including a line item for "administrative costs" in the budget for your application.

Tribal Resolutions (If Applicable)

If you are a tribal consortium, or if you are acting as the authorized designee for a Federally recognized Indian tribe, then you must submit a resolution in support of your application from each tribe that will be served by your proposed project.

For tribal consortia, the resolution(s) should:

- Be on the official letterhead of the tribe if you are submitting a separate resolution from each member tribe; or
- Be on the official letterhead of the tribal consortium if you are submitting a single resolution that has been signed by all of the member tribes that will be participating in the proposed project.

The resolution(s) should also:

- Include a brief history of the consortium;
- Acknowledge that the consortium is applying for grant funding that will benefit the tribal community;
- Include a statement of support for the application;
- Include a statement of the tribe's commitment to participate in the project if the application is selected for funding; and
- Acknowledge that the tribal consortium is responsible for the financial accounting of grant funds and for reporting on the effectiveness of grant funds.

For an organization acting as the authorized designee of a Federally recognized Indian tribe, the resolution(s) should:

- Be on the official letterhead of the tribe;
- Include a brief description of the organization's expertise in addressing violence against American Indian or Alaska Native women;

- Include a statement that gives the authorized designee permission to apply for funding on behalf of the tribe;
- Include a statement of support for the application;
- Include a statement of the tribe's commitment to participate in the project if the application is selected for funding; and
- Acknowledge that the authorized designee is responsible for the financial accounting of grant funds and for reporting on the effectiveness of grant funds.

Please see Appendix E of this *Guide* for sample tribal resolutions.

Position Descriptions and Resumes

You are strongly encouraged to submit a position description for each proposed staff position that will be funded by grant funds. You are also encouraged to submit a resume for individuals who are currently serving in grant-funded positions that you are seeking to continue. These documents help to supplement the information that is provided in the Who Will Implement section of the Project Narrative. They help the peer reviewers evaluate the qualifications and expertise of the individuals who will be involved with developing and implementing the project.

OVW Policy on Incomplete Applications

Each complete application that is submitted in response to this solicitation will be sent to the OVW external peer review process. Applications that are ***substantially incomplete*** will not be sent to peer review and will not be considered for funding.

Appendix A
Sample Letter of Intent

[Applicant Letterhead]

[Date]

Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Suite 920
Washington, DC 20530

To Whom It May Concern:

I intend to apply for funds under the Grants to Indian Tribal Governments Program.

Name:

Date:

Position:

Tribe:

Organization:

My Organization is :

(Place an "x" next to the appropriate line if the applicant is not a Federally recognized Indian Tribe)

The Authorized Designee of: _____ *(Insert Name of Tribe)*

A consortium of Federally recognized Indian Tribes

Address:

City/State/Zip:

Phone:

Fax:

E-mail:

Please submit this document by either faxing it to Attn: Tribal Unit at (202) 305-2589, or by email at OVW.VAIW@usdoj.gov.

Appendix B

Sample Budget and Budget Narrative

All applicants are strongly encouraged to use the sample budget and budget narrative as a guide when preparing their budget and budget narrative.

Budget Detail Worksheet

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

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

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

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

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

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

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

TOTAL PERSONNEL: \$ 212,700

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

TOTAL PERSONNEL AND FRINGE BENEFITS: \$245,181

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

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 5 people x 3 trips	\$7,500
		Lodging	\$ 85 (avg.) x 4 days x 5 people x 3 trips	\$5,100
		Per diem	\$ 40 (avg.) x 4 days x 5 people x 3 trips	\$2,400

The \$15,000 in OVW mandated technical assistance and training funds has been allocated in accordance with program guidelines. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe=s formal written travel policy.

TOTAL TRAVEL: \$15,000

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization=s own capitalization policy for classification of equipment should be used.) Expendable items should be included either in the @Supplies@ category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the @Contractual@ category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

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

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

TOTAL EQUIPMENT: \$1,500

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

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

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

TOTAL SUPPLIES: \$9,075

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

Purpose	Description of Work	Cost
		TOTAL CONSTRUCTION: \$0

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

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

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

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

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

Subtotal: \$37,350

Consultant Fees: 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
Airfare	Tribe=s Reservation	\$ 500	\$ 500
Lodging	Local Hotel	\$ 50/night x 2 nights	\$ 100
Per diem	Local Area	\$ 35/day x 3 days	\$ 105

The Consultant/Trainer will travel to the reservation to provide this training.

Subtotal: \$705

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

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

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

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

Subtotal \$13,500

TOTAL CONTRACTS AND CONSULTANTS: \$51,555

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

Description	Computation	Cost
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$750/month x 36 months	\$27,000
Utilities	\$200/month x 36 months	\$ 7,200

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

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

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

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need

to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

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

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

TOTAL OTHER COSTS: \$39,900

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
13.25% of Direct Costs	\$212,700 x 13.25%	\$28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant=s cognizant Federal agency on January 1, 2006. (A copy of the fully executed, negotiated agreement is attached).

TOTAL INDIRECT COSTS: \$28,183

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

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$32,481
C. Travel	\$15,000
D. Equipment	\$1,500
E. Supplies	\$9,075
F. Construction	\$0
G. Consultants and Contracts	\$51,555
H. Other Costs	\$39,900
Total Direct Costs	\$362,211
I. Indirect Costs	\$28,183
TOTAL PROJECT COSTS	\$390,394
Federal Share Requested	\$390,394
Non-Federal (Match) Amount	\$0

Appendix C
Sample Letter of Nonsupplanting

Sample Letter of Nonsupplanting [Applicant Letterhead]

[Date]

Mary Beth Buchanan, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

Dear Acting Director Buchanan,

[Name of Tribe or Organization] certifies that any funding awarded through the Grants to Indian Tribal Governments Program will be used to supplement existing funds for program activities and will not replace (supplant) Federal funds that have been appropriated for the purpose of combating crimes of violence against Indian women. The **[Name of Tribe or Organization]** 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 or criminal penalties.

Sincerely,

[Name and Title of Authorized Representative]

Appendix D

**Sample Letter of Support A:
Indian Victim Services Organization
Tribal Domestic Violence or Sexual Assault Coalition**

**Sample Letter of Support B:
Advisory Committee Letter**

Sample Letter of Exemption

The Letter of Support/Exemption should be included in the hard copy of the application that will be sent by overnight delivery.

Letter of Support A

[Organization's Official Letterhead]

[Date]

Mary Beth Buchanan, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

Dear Acting Director Buchanan:

The **[name of organization]** submits this letter in support of the Grants to Indian Tribal Governments Program (Tribal Governments Program) application that has been submitted by **[name of lead applicant]**. **[Name of organization]** was founded in **[year organization was founded]**, and is located in **[name of city, state]**. The primary purpose of **[name of organization]** is to *[brief statement of organization's purpose or mission]*. Currently **[name of organization]** provides the following services to victims of *[(choose as appropriate) domestic violence, dating violence, sexual assault, or stalking]*:

- *List services using bullets*

The staff of **[Name of organization]** has significant experience in meeting the needs of Alaska Native or American Indian victims of *[(choose as appropriate) domestic violence, dating violence, sexual assault, or stalking]*:

- *List names/titles of key personnel who will be involved in implementing the proposed project and briefly describe their experience working with Alaska Native or American Indian victims of violence against women*

[Name of organization] has worked closely with **[name of lead applicant]** in developing its application for FY 2008 Tribal Governments Program. Our contributions to the development of the application include:

- *List the name(s)/title(s) of each individual from your organization who has been involved in writing the application for funding. You should also briefly describe how each individual contributed to the creation of the application.*

If **[name of lead applicant]** receives FY 2008 Grants to Indian Tribal Governments Program funding, **[name of organization]** plans to continue to play a vital role in developing and implementing the project. Specifically, **[name of organization]** will:

- *Provide specific details about what role your organization will play in developing and implementing the project. You should provide the name(s)/title(s) of each individual from your organization who will be involved with the project, and clearly state how they will contribute to the project.*

[Name of organization] will receive **[total amount of compensation to be received]** in order to support its work on the project. **[Name of organization]** has reviewed the budget for this application and agrees that it includes fair and reasonable compensation for the work that will be performed on this project.

Sincerely,

[Name/title of Organization's Chief Executive Officer]

Sample Letter of Support B

[Date]

Mary Beth Buchanan, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

Dear Acting Director Buchanan:

This letter has been submitted in support of the FY 2008 Grants to Indian Tribal Governments Program (Tribal Governments Program) application that was submitted by **[name of lead applicant]**. We are women who reside in **[name of community to be served by project]**, and we have agreed to serve on an advisory committee for the project if it is selected to receive grant funding. The members of the committee include/will include:

- *Identify committee members by name*
- *State whether the members are: (1) survivors of domestic violence, dating violence, sexual assault or stalking; (2) victim advocates who have experience providing services to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking; or (3) women who are concerned about the problems that domestic violence, dating violence, sexual assault, or stalking have caused in your community.*

We are committed to working with **[name of lead applicant]** to end these crimes in our community.

The committee has played a significant role in helping **[name of lead applicant]** develop its application for Tribal Governments Program funding. Our contributions to the development of the application include:

- *Briefly state how the committee helped create the application for funding. List each individual member of the committee who was involved in creating the application and specifically describe how they helped to create the application.*

During the award period, the committee will meet together [*state frequency (i.e., weekly, monthly, quarterly)*] to review the progress that **[name of lead applicant]** has made in meeting the goals and objectives of the grant project. We will also play an active role in developing and implementing the project, including:

- *Briefly state the specific role that the committee will play in making sure that the project is meeting the needs of the women of the community who are the victims of domestic violence, dating violence, sexual assault, or stalking.*

Sincerely,

[List each committee member individually and have them sign and date the letter]

Advisory Committee Member

Date

Advisory Committee Member

Date

Advisory Committee Member

Date

Sample Letter of Exemption

[Authorized Designee's Official Letterhead]

[Date]

Mary Beth Buchanan, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

Dear Acting Director Buchanan:

[Name of Authorized Designee] has been authorized to submit an application for FY 2008 Grants to Indian Tribal Governments Program (Tribal Governments Program) on behalf of [name of Federally recognized Indian Tribe]. [Name of Authorized Designee] has elected to submit a letter of exemption from the Tribal Governments Program collaboration requirement. [Name of Authorized Designee] is qualified to receive an exemption because it is a [(choose as appropriate) nonprofit, nongovernmental tribal victim services organization, or a tribal domestic violence or sexual assault coalition].

[Name of Authorized Designee] submits the following information to support its request for an exemption:

- *State the year that the organization was founded;*
- *Briefly describe the organization's primary mission or purpose;*
- *Briefly describe the services that the organization currently provides to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking; and*
- *Briefly identify by name/title the key staff from your organization that will be involved with implementing the proposed project and describe their experience in addressing the needs of Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking.*

[Name of Authorized Designee] has a history of providing services to the women of [name of Federally recognized tribe]. Specifically, we have:

- *Briefly describe how long your organization has worked in partnership with the tribal government of the community to be served;*
- *State how long your organization has served the women of the community; and*
- *Briefly describe the services that your organization has provided to victims of domestic violence, dating violence, sexual assault, or stalking in the community that will be served by the project.*

We have worked with [name of Federally recognized Indian tribe] to develop this application for Tribal Governments Program funding. We have taken the following steps to ensure that

[name of Federally recognized Indian tribe] has been actively involved with developing this application for funding:

- *Describe how your organization sought input from the tribe in developing the application. You should specific information about when and how often the tribe was consulted about the content of the application.*
- *Identify the tribal government representatives who were involved with creating the application by name/title.*

[Name of Authorized Designee] recognizes that the proposed project will only be effective if it meets the needs of the women of **[name of Federally recognized Indian tribe]**. In order to ensure that the project is meeting the needs of victims of *[(choose as appropriate) domestic violence, dating violence, sexual assault, or stalking]* in the **[name of Federally recognized Indian tribe]** community, we will:

- Describe the specific actions that your organization will take to make sure that the project is meeting the needs of victims in the community that will be served by the project.

Sincerely,

[Name/Title of Chief Executive of Authorized Designee]

Appendix E
Sample Tribal Resolution A
Tribal Consortia Applicants

Sample Tribal Resolution B
Authorized Designee Applicants

Please Note: These samples have been provided for use as guidance only. You should consult with your attorney or legal counsel before drafting your resolution.

Sample Tribal Resolution A
[On Official Letterhead]

**TO SUPPORT AND AUTHORIZE THE SUBMISSION OF APPLICATION FOR FUNDING TO
THE GRANTS TO INDIAN TRIBAL GOVERNMENTS GRANT PROGRAM FOR 2008
FUNDING**

RESOLUTION NO: _____

WHEREAS, the Tribes of the XXX Alliance, is a consortium of the tribes consisting of Tribe XXX, Tribe XXX, and Tribe XXX; and

WHEREAS, the Tribes of the XXX Alliance was established in 2003 to provide community based services, including education, social services, community services, employment and training, economic development, and administrative support services; and

WHEREAS, the Tribes of the XXX Alliance are seeking funding as a new applicant to develop a program in our communities to address the issue of violence against Indian women including, domestic violence, dating violence, sexual assault, and stalking; and

WHEREAS, the Tribes of the XXX Alliance recognize that violence against our Indian women in any form is unacceptable and the safety of all our members is at risk; and

WHEREAS, the Tribes of the XXX Alliance has determined that women from our community will be involved in the creation of a program that addresses violence against women; and

WHEREAS, the Tribes of the XXX Alliance support submission of this application to acquire funds to establish programs in the Tribe of XXX, Tribe of XXX and the Tribe of XXX that will consist of victim services, establish a transitional housing program and work to improve the civil and criminal justice response by providing training and establishing a coordinated community response in each community; and

WHEREAS, the Tribes of the XXX Alliance will commit to support and work closely with women from our community to establish a transitional housing program for our women and children; and

WHEREAS, the Tribes of the XXX Alliance will commit to working closely with women from our community to establish a coordinated community response to the violence; and

WHEREAS, the Tribes of the XXX Alliance will commit to working closely with women from our community to provide training to enhance the civil and criminal justice response in our communities; and

NOW THEREFORE BE IT RESOLVED THAT, the Tribes of the XXX Alliance in consultation with women from the community, has agreed to submit this application for funding to the Grants to Indian Tribal Governments Program on behalf of Tribe XXX, Tribe XXX and Tribe XXX to support and address the issues of domestic violence, dating violence, sexual assault, and stalking.

BE IT FURTHER RESOLVED THAT, the Tribes of the XXX Alliance will be the lead agency in the submission of this application on behalf of Tribe XXX, Tribe XXX, and Tribe XXX and will assume full responsibility for the fiscal integrity as well as program development and implementation of this application.

C E R T I F I C A T I O N

We hereby certify that Resolution No: _____ was considered and adopted at a duly called meeting of the XXX Nation held on _____ 2008 at which a quorum was present. The vote was ___ in favor, ___ opposed, ___ abstained, and ___ absent.

Signed this ___ day of _____ 2008.

XXXXXXX, Governor
Tribe XXX

XXXXXXX, President
Tribe XXX

XXXXXXX, Chairman
Tribe XXX

XXXXXXX, Executive Director
Tribes of the XXX Alliance

(NOTE: In some cases the certification page is only signed by the Executive Director and Secretary of a consortium of tribes, and individual signatures of tribal nations is not necessary. This is a "Sample" document only and your resolution and signature page may be different depending on how your tribe or organization typically drafts resolutions).

Sample Resolution B
[Tribe's Official Letterhead]

**TO SUPPORT AND AUTHORIZE THE SUBMISSION OF APPLICATION FOR FUNDING TO
THE GRANTS TO INDIAN TRIBAL GOVERNMENTS GRANT PROGRAM FOR 2008
FUNDING**

RESOLUTION NO: _____

WHEREAS, XXX Nation, is a Federally recognized Indian tribe capable of exercising its sovereign authority to create laws and policies that protect the health, safety, and welfare of its people, and is therefore eligible to apply for Grants to Indian Tribal Governments Program funding; and

WHEREAS, XXX Nation has elected to enter into a collaborative partnership with the Tribal Nations' Domestic Violence/Sexual Assault Program, a nonprofit, nongovernmental, Indian victim services organization, to develop and implement a program that will address acts of domestic violence, dating violence, sexual assault, and stalking committed against the women of the XXX Nation; and

WHEREAS, **[Authorized Designee]**, in consultation with XXX Nation and Tribal Nation Domestic Violence/Sexual Assault Program, has developed an application for Grants to Indian Tribal Governments Program funding; and

WHEREAS, the **[Authorized Designee]** based on ongoing discussions with XXX Nation, is seeking funding as a new applicant to develop a program in our community to address the issues of domestic violence, dating violence, sexual assault, and stalking; and

WHEREAS, the XXX Nation recognize that violence against our Indian women in any form is unacceptable and the safety of all our members is at risk; and

WHEREAS, the XXX Nation, Tribal Nation Domestic Violence/Sexual Assault Program, and the **[Authorized Designee]** support submission of this application to acquire funds to establish a program that will develop victim services, establish a transitional housing program and work to improve the civil and criminal justice response by providing training and establishing a coordinated community response for the XXX Nation; and

WHEREAS, the XXX Nation will commit to support and work closely with the Tribal Nation Domestic Violence/Sexual Assault Program and the **[Authorized Designee]** to establish a transitional housing program, for our women and children; and

WHEREAS, the XXX Nation will commit to support and work closely with the Tribal Nation Domestic Violence/Sexual Assault Program and the **[Authorized Designee]** to work on establishing a coordinated community response to the violence; and

WHEREAS, the XXX Nation will commit to support and work closely with the Tribal Nation Domestic Violence/Sexual Assault Program and the **[Authorized Designee]** to provide training to enhance the civil and criminal justice response in the XXX Nation; and

WHEREAS, the XXX Nation will commit to support and work closely with the Tribal Nation Domestic Violence/Sexual Assault Program and the **[Authorized Designee]** to establish a coordinated community response to stop violence against Indian women in the XXX Nation.

NOW THEREFORE BE IT RESOLVED THAT, the **[Authorized Designee]** has agreed to submit this application for funding to the Grants to Indian Tribal Governments Program on behalf of the XXX Nation to support and address the issues of domestic violence, dating violence, sexual assault, and stalking.

BE IT FURTHER RESOLVED THAT, the **[Authorized Designee]** will be the lead agency in the submission of this application on behalf of XXX Nation and will assume full responsibility for the fiscal integrity as well as program development and implementation of this application.

CERTIFICATION

We hereby certify that Resolution No: _____ was considered and adopted at a duly called meeting of the XXX Nation held on _____ 2008 at which a quorum was present. The vote was ___ in favor, ___ opposed, ___ abstained, and ___ absent.

Signed this _____ day of _____ 2008.

XXXXXXX, Governor/President/Chairman
XXX Nation

XXXXXXX, Tribal Secretary
XXX Nation

(NOTE: In some cases the certification page is only signed by the Governor/President/Chairman and Secretary of the tribe. This is a "Sample" document only and your resolution and signature page may be different depending on how your tribe or organization typically drafts resolutions).