

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



OVW Fiscal Year 2012 Tribal Domestic Violence and Sexual Assault Coalitions Program

Eligibility

Applications are limited to: (1) current grantees of the Tribal Coalitions Program that received funding in Fiscal Year 2010 and that have a current, active grant award; and (2) new applicants, which include established nonprofit tribal coalitions that formerly received funding from the Tribal Coalitions Program, as well as first-time applicants that have never before received funding from the Tribal Coalitions Program. First-time applicants must be incorporated as a nonprofit organization, must be able to provide proof of incorporation, and must have a primary mission of addressing crimes of sexual assault and/or domestic violence committed against Alaska Native and American Indian women.
(See "Eligibility," page 6)

Deadline

All applications are due by 11:59 p.m. E.T. on May 29, 2012.
(See "Deadline: Application," page 5)

To ensure all applicants have ample time to complete the registration process through **Grants.gov** applicants should register online with **Grants.gov** by **May 22, 2012**.

Contact Information

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

In Fiscal Year 2012, OVW applications will be submitted through Grants.gov. For technical assistance with the grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2012-3143

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.

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OVW Tribal Domestic Violence and Sexual Assault Coalitions Program (CFDA 16.557)

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

About the OVW Tribal Domestic Violence and Sexual Assault Coalitions Program

The Tribal Domestic Violence and Sexual Assault Coalitions Program (Tribal Coalitions Program) assists nonprofit organizations and individuals or groups of individuals to build Indian¹ leadership and capacity in tribal communities to advocate for systemic change that will enhance the safety of women in an Indian Tribe.² Tribal Coalition³ nonprofit organizations have accomplished this through technical assistance, expanding the capacity of the tribal coalitions, developing or enhancing appropriate standards for tribal governments⁴, tribal nonprofit

¹ The term "Indian" means a member of an Indian tribe.

² For the purposes of this grant program, "Indian Tribe" is defined as any Tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

³ The term "Tribal Coalition" means (a) an established nonprofit, nongovernmental tribal coalition addressing domestic violence and sexual assault against American Indian or Alaska Native women; or (b) individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions to address domestic violence and sexual assault against American Indian or Alaska Native women.

⁴ The term "Tribal Government" means (a) the governing body of an Indian tribe; or (b) a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

organizations⁵, tribal organizations⁶, victim services and victim service providers to increase the understanding of sexual assault, domestic violence, dating violence, and stalking.

In the Violence Against Women and Department of Justice Reauthorization Act of 2000 (VAWA 2000), Congress first authorized resources for the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions. Today, there are 19 established Tribal Coalitions. These Tribal Coalitions are made up of members from tribal sexual assault and domestic violence programs, as well as individual women and men who are committed to ending the violence in their Indian Tribe.

NOTE: In Fiscal Year 2012, OVW will combine the funding and application process for two discretionary grant programs into one solicitation: (1) Tribal Domestic Violence and Sexual Assault Coalitions Program, by statute 42, U.S.C § 3796gg(d)(2); and (2) Sexual Assault Services Program 42 U.S.C. §14043g((d)(3)A), as previously combined in Fiscal Years 2009 and 2010.

Deadlines

Application

The deadline for applying for funding under this grant announcement is **11:59 pm E.T. on May 29, 2012**. Applications submitted after **11:59 PM E.T on May 29, 2012** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact **OVW.TribalCoalitions@usdoj.gov** no later than **May 28, 2012** to request permission to submit an application by alternative means.

Registration

The **Grants.gov** registration deadline is **May 22, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with **Grants.gov**, please see the [Reference Guide](#).

Pre-Application Conference Call

OVW will conduct **one** Pre-Application Conference Call. This call will be for new applicants only. During this call, OVW staff will review the Tribal Coalitions Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in this call is optional.

⁵ The term “Tribal Nonprofit Organization” means (a) a victim services provider that has as its primary purpose to assist Native victims of sexual assault, domestic violence, dating violence and stalking; and (b) staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of sexual assault, domestic violence, dating violence or stalking.

⁶ The term “Tribal Organization” means (a) the governing body of any Indian tribe; (b) any legally established organization of Indians which is controlled, sanctioned, or chartered by such a governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization.

The conference call is scheduled for:

- **New applicants⁷ only - Monday, May 7, 2012 at 3:00-4:00 p.m. E.T.**

No other conference calls will be held for Fiscal Year 2012. Register early as space is limited and no exceptions will be made.

Anyone who would be a new applicant to the Tribal Coalitions Program may register to participate in the calls. The total number of participants for this call is limited to **ten** individuals.

To register, please e-mail or call Tosha Preston at tosha.preston@usdoj.gov or call (202) 353-7446. Your registration must be received at least two hours prior to the start of the call.

Eligibility

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

Eligible Entities

Eligible entities for this program are:

- Current grantees of the Tribal Coalitions Program that received funding in Fiscal Year 2010 and that have a current, active award; and
- New applicants, defined as established nonprofit tribal coalitions that formerly received funding from the Tribal Coalitions Program but do not have an open award, as well as first-time applicants that have never before received funding from the Tribal Coalitions Program.
 - First-time applicants must be incorporated as a nonprofit organization, must be able to provide proof of incorporation, and must have as their primary mission of addressing crimes of sexual assault and/or domestic violence committed against American Indian and Alaska Native women.

Please Note:

In Fiscal Year 2012, OVW will not be accepting applications for funding from individuals/groups of individuals who are proposing to incorporate.

Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the Tribal Coalitions Program must also meet the following requirement(s):

- Proof of Nonprofit Status
Proof of nonprofit status by one of the methods described in 28 C.F.R. § 38.1(g), such as incorporation documents.
- Proof of Existence Prior to September 30, 2011

⁷ Applicants who have neither an open Tribal Coalition Program award nor an award that was closed within the last 12 months.

The applicant must demonstrate that the nonprofit entity has been incorporated for at least six months prior to April 1, 2012. This information must be included in the electronic version of the application and submitted in Grants.gov.

- Certificate of Good Standing
Proof of good standing where the nonprofit is incorporated must be dated between April 1, 2012 and May 29, 2012, unless the jurisdiction will not provide such proof, and then the application must explain why such proof is unobtainable. This information must be included in the electronic version of the application and submitted in Grants.gov.

Types of Applicants

In FY 2012, OVW will accept applications for the Tribal Coalitions Program from the following:

- New: applicants who have neither an open Tribal Coalitions Program award nor an award that was closed within the last 12 months and who can provide proof of incorporation, and must have a primary mission of addressing crimes of sexual assault and/or domestic violence committed against American Indian and Alaska Native women.
- Current grantees: applicants that received funding in Fiscal Year 2010 and have an open, active grant award.

Grant recipients who received new funding in FY 2011 are NOT eligible to apply.

Current grantees that have a substantial amount of remaining funds at the time of application submission will not be considered for funding in FY 2012.

Award Information

Award Period

The grant award period is **24** months. Budgets must reflect **24** months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect **24** months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Tribal Coalitions Program for FY 2012 may be made for up to \$156,000 for new applicants and \$314,000 for continuation applicants.

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

Funding levels under the Tribal Domestic Violence and Sexual Assault Coalitions Program for FY 2012 is as follows:

- New – \$150,000
- Continuation - \$300,000

Funding levels under the Sexual Assault Services Program⁸ for FY 2012 is as follows:

- New - \$6,000
- Continuation - \$14,000

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

Program Scope

Activities supported by the Tribal Coalitions Program are determined by statute, Federal Regulations, and OVW policies.

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

Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects must address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

Purpose Areas

In FY 2012, funds under the Tribal Coalitions Program may be used for the following purposes:

- Continue the tribal coalition, maintain an office and maintain critical staff;
- Provide technical assistance to coalition members, program, organizations, and service providers to support and develop their leadership to end violence against American Indian and Alaska Native women;
- Expand the capacity of the coalition;
- Develop or enhance appropriate standards of service for service providers;
- Conduct statewide, regional, and/or tribally-based meetings or workshops for tribal advocates, survivors, community members, legal services staff, health care professional, and criminal justice representatives;
- Bring local tribal programs together to identify gaps in services and to coordinate activities;
- Coordinate and present public awareness or community education programs (including education for youth) to increase the understanding of sexual assault, domestic violence, stalking and dating violence; and

⁸ To be considered for additional funding under the Sexual Assault Services Program your application must specifically address at least one of the two options listed under the OVW Priority Areas identified on Page 9. For additional guidance, please see the definitions under “Types of Applicants” to determine if your application is considered “new” or “continuation”.

- Provide direct services or assistance to victims of sexual assault, domestic violence stalking or dating violence, provided that **no more than fifteen percent** of the total budget may be used to support these activities.

OVW Priority Areas

In FY 2012, consistent with the OVW office-wide policy priorities and statutory priority areas of the Sexual Assault Services Program, applications proposing activities specifically to address sexual assault will be given special consideration during the review process. OVW recognizes the need to place increased focus on sexual assault in order to address the lack of available resources and services for survivors and the unique aspects of sexual assault trauma from which survivors must heal. Nationally, more than one-quarter of women who identified as American Indian or Alaska Native have experienced rape at some point in their lives.⁹

- Work with local sexual assault programs and other providers of direct services to encourage appropriate responses to sexual assault within the State, Territory, or Tribe; and
- Work with the judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases.

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Developing policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Developing policies that require mandatory reporting of sexual assault and domestic violence to law enforcement.

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

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process.

⁹ Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M.R. (2011). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

Applications that are determined to be substantially outside the scope of the Tribal Coalitions Program will not be considered for funding. The following activities are out of scope and will not be supported by Tribal Coalitions Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research.)
- Including more than 15% of the total budget to provide direct services to victims of domestic violence, sexual assault, stalking, and dating violence.
- Travel for non-OVW sponsored training and technical assistance.
- Program evaluation costs that exceed 1% of total budget.

Unallowable Activities

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

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

How To Apply

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

Formatting and Technical Requirements

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

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than **20** pages for the Project Narrative

- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in How to Apply

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the Tribal Coalitions Program at 202-307-6026 within 24 hours after the deadline to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

Application Requirements

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

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative

Applications must address each section and include the detailed information outlined below in the specified section of their application.

Summary Data Sheet (5 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.

- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- The percentage of grant activities, should the application be approved, that will address:
 - Sexual Assault;
 - Domestic Violence;
 - Dating/Teen dating violence; and/or
 - Stalking
- A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied in Fiscal Year 2012.
- Summary of Current and Recent OVW Projects (if applicable)
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify grant by OVW program, award number, and project period;
 - Specify the total funds remaining in each grant as of the date of application;
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application; and
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (65 Points Total)

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

Purpose of Application (10 points)

This section must include a description of:

- The service area in which the project will be implemented and the target population;
- The problem to be addressed;
- Existing services;
- Current gaps and barriers in the service area;
- Challenges that the organization has experienced in the service area; and
- How the project will impact current efforts or prior efforts.

What Will Be Done (20 points)

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

- Goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Expected outcomes;
- How well the goals and objective identified directly link to the need described within the Purpose of the Application.

This section should also include a description of the products, if any, that will be generated and how these products could be used to assist other communities.

Who Will Implement the Project (20 points)

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

- Key personnel;
- Experience and expertise of the organization **and** key personnel who will be directly involved with the project;
- Clearly demonstrate that any partnerships required by the solicitation have been met;
- The title of any new position(s) that will be created to staff the project.

Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if Federal funding through the Tribal Coalitions Program were no longer available.

Nonprofit Information¹⁰ (10 points)

This section must include the information below.

- Proof of nonprofit incorporation
- Proof of existence prior to September 30, 2012
- Certificate of Good Standing (must be dated between April 1, 2012 and May 29, 2012).

Budget Detail Worksheet and Narrative (30 Points)

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet.

Award Period and Amount

The following guidelines should be used to develop the budget detail worksheet and budget narrative:

- New – 24 months, \$156,000
- Continuation – 24 months \$314,000

Budget Requirements¹¹

¹⁰ Refer to page 6, Program Eligibility Requirements for more information on what is required to be responsive to the Nonprofit Information.

¹¹ Applicants are required to submit only one budget detail worksheet and budget narrative whether or not applying for funding from both discretionary grant programs identified under *About the OVW Tribal Domestic Violence and Sexual Assault Coalitions Program* on Page 5. For additional information on the amount of funding available under each discretionary grant program see *Award Amounts* on Pages 7-8. Total funding available for *new* and *continuation* applicants under both discretionary grant programs can be found under *Award Period and Amount* on Page 13.

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the [OVW Financial Grants Management Guide](#). The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

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

Justification for an exception listed above must be included in the budget narrative.

Note: In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW, however prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amount to individuals in a travel status under your organizations travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference reporting will be forthcoming and will be accessible on the OVW website.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$25,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$30,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount.

Accommodations and Language Access

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

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

Additional Required Information

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

Proposal Abstract

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

Status of Current Project (if applicable)

Applicants applying for continuation funding under Tribal Coalitions Program must include the following information:

- **Identify each open grant award from OVW and the status of the goals and objectives for each.**

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

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

Letter of Nonsupplanting

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

Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This

section of your application should be no more than two pages and should be a separate attachment to the online application in **Grants.gov**.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/OVW-FGMG-Version-2-7-12-conf-cost-updates-revised-2.pdf>. This should be a separate attachment to the application in **Grants.gov**. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Selection Criteria

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

is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

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

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

Review Process

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

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

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

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

Other Requirements

Federal Financial Guidelines and Reporting Requirements

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

[Management Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

Performance Measures

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).

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

- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Public Reporting Burden

Paperwork Reduction Act Notice

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

Application Checklist

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

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