



OVW Fiscal Year 2011 Tribal Domestic Violence and Sexual Assault Coalition Program

Eligibility

Applicants are limited to established nonprofit, nongovernmental Tribal coalitions.
(See "Eligibility," page 6)

Deadline

To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted by **April 21, 2011**. Please note, however, that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply. To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by **April 21, 2011**.

All applications are due by 11:59 p.m. E.T. on April 28, 2011.

(See "Deadline: Application," page 6)

Contact Information

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

In Fiscal Year 2011, OVW applications will be submitted through Grants.gov. For further information and assistance, please see [the OVW Grant Program Solicitation Reference Guide](http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

Grants.gov Number assigned to announcement OVW-2011-2916

All applicants will be notified of the outcome of their applications by September 30, 2011.

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

Overview

This solicitation contains information on how to apply for the Tribal Domestic Violence and Sexual Assault Coalition Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Tribal Domestic Violence and Sexual Assault Coalition Program (TDVSACP)

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

Today, there are 20 established nonprofit, nongovernmental tribal sexual assault and domestic violence coalitions in operation throughout the United States. These nonprofits 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 tribal communities and villages. Tribal communities and villages rely on these tribal coalitions to assist them with training on sexual assault, domestic violence, dating violence and stalking, as well as State, Federal, and Tribal policies and issues that impact the safety of the women, and accountability of the perpetrator's. As part of this work, tribal coalition building involves actively discussing, identifying, focusing, supporting and enhancing the skills and leadership in each tribal community and village that can facilitate and create systemic change.

Coalition building cannot be done in isolation, but requires that survivors, advocates, Indian women's organizations, tribal victim service providers and programs, and the tribal leadership be engaged at all levels, and in every step of the systemic reform process. In order to create long-lasting solutions to end the violence, individual action plans must be developed that are unique for the tribal community being served and include culturally appropriate and specific services for each tribal community that is a member of the coalition. Coalitions should develop and employ strategies to engage the tribal communities that they serve in their work. Such strategies could include actively recruiting individuals who are enrolled members of the tribes that are a part of their service area to serve as members of the board of directors, and offering member tribes access to free training and technical assistance.

While there is a great need to foster leadership of all Indian women, tribal domestic violence and sexual assault coalitions should concentrate on developing the leadership potential of Indian

women whose reservation or village boundaries are included in the tribal coalition service area. Without actively recruiting, engaging, and developing leadership in these women who live and work in their communities and villages, systemic change will not be attained.

The Tribal Coalition Program implements certain provisions of the Violence Against Women Act of 2000, Pub. L. No. 106-386, the Justice for All Act of 2004, Pub. L. No. 108-405, and the Violence Against Women and Department of Justice Reauthorization Act of 2005, Pub. L. No. 109-162. This solicitation provides program and application guidelines for grant awards to be administered by OVW.

Civil Rights Compliance

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

Services to Limited-English Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

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

Deadline: Letter of Intent

To assist OVW in planning for the internal peer review process, all interested applicants are asked to submit a letter stating their intent to apply for funding by **April 21, 2011** to ovw.tribalcoalition@usdoj.gov. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter.

Deadline: Registration

The Grants.gov registration deadline is **April 21, 2011**. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required.

The deadline for applying for funding under this announcement is **April 28, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before April 28, 2011 to:

**The Office on Violence Against Women
U.S. Department of Justice
Attention: Tribal Unit
145 N. Street NE, Room 10W.121
Washington, DC 20530
(202) 307-6026**

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 17-19.

Eligibility

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

Eligible entities that can apply for funding to this program are:

- Established nonprofit, nongovernmental tribal coalitions addressing domestic violence and sexual assault against American Indian and Alaska Native women.

A coalition is a group of individuals, victim service providers and/or organizations, including faith-based and community organizations, working together to end violence against American Indian and Alaska Native women. The coalition must actively work to:

- (1) enhance and support the work of the tribal sexual assault and/or domestic violence programs that exist in the service area;
- (2) create leadership opportunities, awareness campaigns, and peer-to-peer support for American Indian and/or Alaska Native women living in tribal communities and villages;
- (3) organize, educate, and create programs and services to cultivate systemic reform that responds to the violence in tribal communities and villages;

- (4) demonstrate that the projects have the potential to lead to long-term systemic change in the tribal communities and villages identified in the tribal coalition service area, and how that will be accomplished;
- (5) enhance the effectiveness of the tribal coalition by recruiting American Indian and Alaska Native women from the tribal communities and villages, victim service providers and/or organizations including faith based and community organizations to participate in training and technical assistance offered to tribal coalition representatives on a regular basis;
- (6) ensure the safety and confidentiality of American Indian and Alaska Native women who have experienced sexual assault, domestic violence, dating violence and stalking; and
- (7) promote the accountability of the offenders.

Coalitions are not required to organize across a particular geographic area; however, tribal coalitions are strongly encouraged to give priority to the following individuals when recruiting members for their board of directors:

- (1) Women who are members of a Federally-recognized tribe or tribes that the tribal coalition proposes to serve;
- (2) Representatives from sexual assault or domestic violence programs that are operated by tribal governments regardless of whether the programs are funded by OVW;
- (3) Nonprofit, nongovernmental sexual assault and/or domestic violence service providers or victim advocacy organizations, including faith-based and community organizations, that work locally, statewide or regionally to support women who have been victimized by sexual assault, domestic violence, dating violence and stalking; and
- (4) Women from other Federally-recognized tribes from across the nation.

OVW Tribal Domestic Violence and Sexual Assault Coalition Program – Specific Information

Types of Applicants

Applicants Previously Funded

In FY 2011, OVW will accept applications for the Tribal Domestic Violence and Sexual Assault Coalition Program only from applicants who are currently receiving and/or have previously received funding under the Tribal Domestic Violence and Sexual Assault Coalition Program and whose funding will expire on or before September 30, 2011.

Applicants who received funding in FY 2009 must propose projects that will either enhance the previously funded project, or replicate the previously funded project in a different community. Specifically, proposed activities must build upon the successful initiatives funded during the previous project. Applicants previously funded may not request funds to sustain previously funded project activities. Applicants that have not completed a significant portion of the previously funded project, or who have a substantial amount of remaining funds at the time of application submission, will not be considered for new funding in FY 2011.

All Other Applicants

- Individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalition are not eligible to apply.
- Individuals or organizations that have never received funding in the past from the Tribal Coalition Program are not eligible to apply.
- Federally recognized Tribes are **not** eligible to apply.

- Colleges and/or universities are **not** eligible to apply.
- Grantees under this program that received new or supplemental funding for 24 months in FY 2010 are not eligible to apply.

Availability of Funds

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. Requests should be tied to a specific project or proposal.

Award Period

The award period for these grants will be 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 project proposed and present a realistic budget that accurately reflects project costs. Tribal Domestic Violence and Sexual Assault Coalition Program funds for FY 2011 will be awarded based on the following guidelines:

Awards will be made for a 24 month period and will be made for up to \$300,000. Applicants are encouraged to carefully consider the amount of funding that is necessary to continue or enhance their current OVW-funded projects. Requests for continuation funding must be reasonable. Due to limited funding, it is unlikely that OVW will make a continuation award in excess of \$300,000.

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

Program Scope

To receive funding you must propose to do at least one of the activities listed in the statutory program purposes. You do not have to propose more than one of the activities listed. Proposing more than one activity does not guarantee access to more funds.

During the OVW internal review, applications that are partially out of scope will receive up to a 25-point deduction. Applications that propose projects that are substantially outside the scope of the Tribal Coalition Program statutory purpose areas will be disqualified from further funding consideration.

OVW Program Priority Areas

Under the Tribal Coalition Program grant funds may be used for the following purposes:

- Continue the tribal coalition, maintain an office and maintain critical staff;
- Provide technical assistance to coalition members, programs, 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 services for service providers;

- Conduct statewide, regional, and/or tribally-based meetings or workshops for tribal victim advocates, survivors, community members, legal services staff, health care professionals, and criminal justice representatives;
- 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
- Provide direct services or assistance to victims of domestic violence, sexual assault, dating violence or stalking, provided that **no more than fifteen percent** of the total budget may be used to support these activities.

Out-of-Scope Activities

Although certain activities may appear to relate to the Statutory Program Purposes listed above, OVW has determined that these activities exceed the scope of the Tribal Coalition Program. The following is a list of activities that are out of the scope of this program and cannot be supported by Tribal Coalition Program grant funding:

- Lobbying;
- Fundraising;
- Research projects; and
- Addressing child abuse outside the context of domestic violence and/or sexual assault.

Unallowable Activities

Grant funds under the Tribal Coalition Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Purchase of real property;
- Construction;
- Physical modifications to a building, including minor renovations such as painting, replacing fixtures and/or carpeting;
- Stipends to women who sign support letters for this application;
- Travel for non-OVW sponsored training and technical assistance unless previous written authorization is approved by OVW; and
- Program evaluation costs that exceed 1% of total budget.

Activities That May Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Policies that deny individuals access to services based on their relationship to the perpetrator;
- Distributing materials that are not tailored to the dynamics of sexual assault, domestic violence, stalking and dating violence;
- Engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order of protection, transitional housing, emergency housing);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and

- Engaging in practices that require the victim to report the sexual assault and/or domestic violence incident to law enforcement.

Confidentiality

Applicants should be cognizant of victims' confidentiality. Please see Reference Guide p. 7 for more information.

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

How To Apply

See the [Reference Guide](#) at pages 15-19 for instructions on "how to apply."

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW may remove an application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 17-19.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages may be removed prior to peer review.

Applications must adhere to the following requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item II below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Your application will be scored on the following sections:

- Summary Data Sheet
- Project Narrative
- Budget Detail Worksheet and Narrative
- Letter(s) of Support

We reserve the right to deduct points if the following materials are missing:

- Project Abstract
- Summary of Current OVW Projects (if applicable)
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices
- Letter of Nonsupplanting
- Indirect Cost Rate Agreement (if applicable)
- Proof of Non-profit Status
- Certificate of Good Standing (must be dated between March 21, 2010 and April 28, 2011).
- Letter(s) of Support
- List of Tribal Coalition Board Members; and
- List of Tribal Coalition Members.

Sections I through XV below describe the specific elements of a complete application.

I. Summary Data Sheet (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative. (Please see the [Reference Guide](#) at page 8 for more information on 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.
- Name of each Indian tribe that is to receive targeted assistance from this project.
- The total amount of Federal funding requested.
- Statutory purpose area(s) that will be implemented.
- Whether the application includes funds for direct services and the amount of funds identified in the budget for direct services for victims.

II. Project Narrative (Total 65 Points)

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

For this section, OVW expects that a major focus of this project will be on targeted assistance to tribal leadership, tribal community programs and services; and victims and survivors of domestic violence, sexual assault, stalking, and dating violence. Activities should evolve and include input from this group as the needs of the tribal community, programs, and women's needs are met and/or realized. This project should not be based solely on the number of activities available to this group of individuals, rather the project should consider the substance, community input, and likelihood of a successful project that has the potential to effect immediate, short-term, and/or long-term needs of American Indian/Alaska Native women.

A. Purpose of Application (10 points)

Please provide the following information:

- Details about the service area (Indian tribe) in which the project would be implemented, including location and demographic information;
- Details about the type of activity each tribal community will receive and the rationale for the focus;
- Details about violence against American Indian/Alaska Native women within the tribe's local service area;
- Details about current gaps in service delivery in the tribe's service area;
- Details about the barriers for American Indian/Alaska Native women to accessing services within the tribe's service area;
- Details about challenges that the tribe's domestic violence and/or sexual assault programs have experienced in providing services to address sexual assault, domestic violence, dating violence and stalking, for tribal women in the service area;
- Details about challenges that American Indian/Alaska Native women may experience with non-tribal domestic violence and/or sexual assault programs and access to those services;
- Details about the need for the project resources and how funding will alleviate it. The need must be directly related to the tribes' gaps in service delivery and the barriers and challenges women face when trying to access services;
- Details about challenges that the nonprofit has experienced in developing working relationships with tribal/non-tribal domestic violence and/or sexual assault programs and the delivery of service;
- Details about how this project would create women leadership that will effect change in each tribal community that is identified;
- Details about how this project will create awareness and enhance the response to violence against American Indian and Alaska Native women at the Tribal, Federal, and State levels;
- Details about how this project will provide technical assistance to the coalition membership, board of directors, and coalition staff to enhance their knowledge and involvement in the project and how it will promote access to services for victims; and
- Details about how the proposed project will complement other OVW-funded projects, and not duplicate efforts.

B. What Will Be Done (20 points)

Describe how this project will improve the systemic response and enhance or promote women's leadership at the Tribal, State, and Federal levels to address violence against Indian women in the targeted service area. This section should also detail specific activities that will be accomplished as a result of proposed targeted assistance to tribal leadership, tribal community programs and services, and victims and survivors of sexual assault, domestic violence, stalking and dating violence to effect immediate, short-term, and/or long-term needs of American Indian/Alaska Native women.

In addition, please provide the following:

- Describe what you currently do to address victim safety and autonomy.
- Describe how you plan to address victim safety and autonomy in the project.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- How well the goals and objectives defined directly link to the need described within the Purpose of the Application;
- How well the specific tasks and activities described relate to successfully meeting the goals and objectives described;
- How well the timeline of the specific tasks and activities indicates that the project will be successfully implemented and completed within the timeline provided;
- How well the products that are proposed for creation or distribution with grant funds are described;
- How well the proposed activities protect victim safety and confidentiality; and
- How measurable the described goals and objectives are.

C. Who Will Implement the Project (30 points)

Describe who from the nonprofit tribal coalition staff, tribal coalition board, and/or tribal coalition membership will be responsible for coordinating and implementing project activities with tribal leaders, tribal community programs and services, and victims and survivors. In addition, it should be clearly described how individuals from these groups have been and will continue to be involved in implementing and monitoring targeted activities in each tribal community identified.

- The name of each agency, organization, or independent consultant that is involved with developing the project must be identified;
- The names and titles of key individuals from each agency or organization, and individual consultants involved with implementing the project must be identified;
- All activities and tasks must be linked to a specific individual, agency or organization to ensure accountability;
- A description of the experience and expertise of all key personnel in addressing sexual assault, domestic violence, dating violence or stalking of American Indian/Alaska Native women must be included. This includes resumes, position descriptions and curricula vitae for each identified individual or position;
- Key personnel who have expertise relevant to the project must be identified; and
- The title of any new position(s) that will be created to staff the project.

D. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Tribal Coalition Program were no longer available. Applicants must also describe at least one locally, privately, State, or federally funded project that the applicant has sustained in the past.

Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.

III. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the [Reference Guide](#) at pages 11-14. The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

In developing the budget, applicants should financially compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Budget Limits

Current grantees are encouraged to carefully consider the amount of funding that is necessary to continue or enhance their current OVW funded projects. Requests for continuation funding must be reasonable. Due to limited funding, it is unlikely that OVW will make continuation awards in excess of \$300,000.

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.

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 11-14. Additional guidance specific to this program is as follows:

Training and Technical Assistance

All applicants **are required** to allocate funds in the amount of **\$20,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska should allocate **\$25,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Please see the [Reference Guide](#) at pages 11-12 for more information on this requirement.

Services to Limited-English-Proficient (LEP) Persons

Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.

All applicants must observe the following budget preparation guidelines:

- Travel costs for staff of the applicant must be properly itemized in the "Travel" category. Travel costs for consultants, board members, or members of the tribal coalition must be properly itemized under the "**Consultant Travel**" sub-category.
- Tribal coalitions should set aside funds to attend at a minimum 4 training institutes and a new grantee orientation over the course of the 24 month period. Each institute and orientation should include the costs for up to 3 individuals per tribal coalition (this number includes board members, staff, and coalition membership) to attend each event. The applicant must provide an estimated breakdown for the travel set-aside amount to include- the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc).
- Board meeting travel costs for coalition board members representing a statewide and/or regional tribal coalition will be limited to no more than twice per year in the 24 months and can set aside **\$15,000** for conducting meetings of the Board of Directors. Board meeting

travel costs for coalition board members representing a tribal specific coalition will be limited to no more than once per year in the 24 month period and can set aside **\$5,000** for conducting meetings of the Board of Directors. The tribal coalitions must develop other means of communicating with their Board of Directors and its membership by incorporating other meeting venues such as teleconferences and podcasts. Travel costs for board meetings must be properly itemized under the “**Consultant Travel**” category. Board meeting costs that exceed more than 3 days will not be allowed. This does not include travel days. The applicant must provide an estimated breakdown for the travel set-aside amount to include the location, the number of board members, the number of meeting days, mileage, lodging, per diem, etc). In no event may board member meeting travel costs exceed **\$15,000** for statewide/regional and **\$5,000** for tribal specific coalitions in a 24 month period. Each applicant is expected to include these costs in its budget.

- Applicants whose proposal is selected for funding, and who did not include the required set-aside amount for OVW mandated travel, will not receive additional funds for this purpose. Instead the applicant will be required to adjust its budget to identify funds that can be used to create the required set-aside
- These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW.
- Travel funds should be used to support travel by all partners, including staff, board members, and coalition membership.
- Applicants **cannot** budget funds to attend non-OVW sponsored training or technical assistance events.
- Applicants **may not** use grant funds to pay stipends or any other type of compensation to members of their **board**; however, applicants can use grant funds to offer transportation assistance such as mileage reimbursement to members of the board, not the coalition membership.
- Applicants **cannot** use funds to purchase a vehicle.
- Applicants **cannot** request funds to rent space in a building or facility that the applicant and/or board members may own, or have a potential conflict of interest in, directly or indirectly. All rent costs must be calculated using the following formula: Total # of square feet to be rented x Cost/square foot x 24 months.
- Applicants can request to be reimbursed for mileage to conduct training in the tribal communities that are within the tribal coalition service area. The training must be identified in the proposed project and should be specific to the community requesting it. If more than one person will be required to travel to a tribal community, where possible, these persons should travel in one vehicle. All mileage costs must be calculated using the following formula: (Total # of round trip miles, cost per mile x # of trips per month/ year. 300 miles x .55 per mile x 1 trips/yr x 2/yrs = \$330.00 to conduct advocacy training in the Tribal Nation).
- Applicants **cannot** include audit costs in the budget if they have not completed an A-133 Audit in the previous year.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the 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. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

This section will be rated on the detail in the budget narrative plus the following criteria:

- The budget supports all costs related to fulfilling the overall objectives of the project;
- The budget does not include any costs unrelated to support the proposed project;
- The budget is reasonable and cost-effective;
- The budget narrative clearly describes the rationale for all costs proposed;
- The budget appropriately compensates project partners; and,
- The budget is consistent with and adheres to the OVW Financial Grants Management Guide.

IV. Letter(s) of Support (15 points)

Each applicant is required to submit at least one letter of support from every tribal community that will be substantially and meaningfully served in this project. The letters should clearly demonstrate what role each individual, tribal victim services program and victim advocacy organization will have, or will create, to promote the safety, confidentiality, dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from the perpetrator. Each letter of support must clearly identify what victim services and training gaps exist in the community/program/organization and how the project will bridge the gap(s), as well as how the survivor, tribal program, or organization will be involved with implementing the activities in the community.

Below is a list of who is eligible to submit a letter:

- Survivors that are enrolled members of one of the tribal communities in the tribal coalition service area;
- Victim advocates who work in a tribally run and operated sexual assault and/or domestic violence program providing direct victim services to women from one of the tribal communities in the tribal coalition service area; and
- A tribal victim advocacy organization, including faith-based and community organizations that work locally, statewide or regionally to support women who have been victimized. (NOTE: If the applicant is a tribal specific or statewide program and submits a letter from a tribal victim advocacy organization, faith-based and community organizations that are located in another state or outside the service area, sufficient justification must be provided to indicate how women in the local tribal community will have access to these services).

Letters of support should come from a diverse population of tribal community survivors, victim advocates, tribal domestic violence and/or sexual assault programs operating in the tribal coalition service area, and victim advocacy organizations. Every attempt must be made to demonstrate that the project goals and objectives are being driven by the needs of one or more of the tribal communities. Their input must be very obvious as it pertains to the community needs. A letter of support must be attached in the application from every tribal community in which the applicant will be providing training, technical assistance, and/or educational services.

Every letter should:

- Clearly identify the name of the organization, the date it was founded, and where it is located;

- Specify whether the organization exists primarily to serve the needs of American Indian and/or Alaska Native victims of sexual assault, domestic violence, dating violence, and stalking;
- State whether the individual or organization is a member of the tribal coalition and how long it has been a member;
- Highlight the expertise of the individual or organization's staff that will be affiliated with this application;
- Identify previous training, education, and outreach efforts conducted by the tribal coalition and include the date, venue, subject, and number of participants; and
- Identify existing or new resources, training and technical assistance and leadership opportunities that will be provided by the tribal coalition to the individual, tribal program and/or organization in this application.

The Letter(s) of Support must be submitted as an attachment to the application in Grants.gov and included as a separate section in the hard copy. The Letter(s) of Support must be current **(signed between March 21, 2010-April 28, 2011)**.

Applicants that have previously been funded under this program must develop new Letter(s) of Support that reflect new activities if they are working with existing individuals, programs, or organizations.

It is not sufficient to provide a letter of support that is vague, does not provide any substance to support the needs of the individual, tribal communities, or organizations, or where the roles of the personnel involved in the project are not made clear, and proposed activities are not reflected in the scope of the work.

This section will be rated on the following criteria:

- Does the letter clearly identify the name of the organization, the date it was founded, and where it is located?
- Does the letter specify whether the organization exists primarily to serve the needs of American Indian and/or Alaska Native victims of sexual assault, domestic violence, dating violence, and stalking?
- Does the letter state whether the individual or organization is a member of the tribal coalition and how long it has been a member? Does the letter identify what will be contributed by the individual or organization in this application?
- Does the letter highlight the expertise of the individual or organization's staff that will be affiliated with this application?
- Does the letter identify previous training, education, and outreach efforts conducted by the tribal coalition to include date, venue, and training topic, number of participants and results of the effort?
- Does the letter identify existing or new resources, training and technical assistance and leadership opportunities that will be provided by the tribal coalition to the individual, tribal program and/or organization in this application?

V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VI. List of Tribal Coalition Board Members

Please list all coalition board members with title, phone number, email address, physical address, and length of time on the board. In addition, provide information to identify which members have attended tribal coalition institute trainings. Provide the date, type of training, and location of training each board member has attended within the past 24 months.

VII. List of Tribal Coalition Membership

Please provide the membership list for the tribal coalition. The list should clearly identify the name, phone number, mailing address, email address, physical address, and length of time as a member of the coalition. In addition include the name of the tribe, department, and/or organization the member represents. If an individual, please indicate so. Also list what free benefits, resources, etc., are provided to the coalition members.

VIII. Summary of Current OVW Projects (if applicable)

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 9, please provide the following information:

- Identify grant by 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 categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.
- List the number and titles of all full-time and/or part-time positions.
- If applying for supplemental funding under the Tribal Coalition Program, describe the status of whether the applicant has achieved the goals and objectives identified in the current OVW project. Provide detail for each goal.
- Do not include general statements for the status of the current project.

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that applicants that are prior OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

IX. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 8 for additional information. In Block 7 (type of applicant), please do not select "other." This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the [Reference Guide](#) at page 8 for additional information. These forms will be completed online and you should print out a copy for your hard copy submission.

XI. 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 and a separate section in the hard copy.

- 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.

XII. 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 and a separate section in the hard copy.

XIII. Financial Capability Questionnaire

Please see the [Reference Guide](#) at page 14 for additional information. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

XIV. Indirect Cost Rate Agreement

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Please see the [Reference Guide](#) at page 14 for additional information.

XV. Proof of Non-profit Status

An applicant can provide proof of its nonprofit status by submitting one of the following documents:

- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under [section 501\(c\)\(3\) of the Internal Revenue Code](#);
- (2) A statement from a State taxing body or the State secretary of state certifying that:
 - (i) The organization is a nonprofit organization operating within the State; and
 - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
- (4) Any item described in paragraphs 1 – 3 above of this section if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 65 points for Narrative, 15 points for Budget, and 15 points for the Letter(s) of Support).

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

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

Prior or current OVW grantees who have failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

Review Process

Applicants Previously Funded Under This Grant Program

OVW uses a three-phased review process, which includes an initial internal review, an internal peer review, and a secondary internal review. The total points possible for an application are 100 (5 points for Summary Data Sheet, 65 points for Narrative, 15 points for Budget, and 15 points for the Letter(s) of Support). Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews.

Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 6)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 8)?
- Does the application propose significant activities that may compromise victim safety (see page 9)?
- Does the application meet all the minimum requirements for the program (see page 10)?

Additionally, current projects will be rated by OVW using the criteria listed on pages 20-21.

Prior OVW grantees who have failed to meet grant deadlines, have not spent grant funds in a timely manner, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

Internal Peer Review Panels

OVW will establish panels comprised of OVW staff experts to review applications. Each panel will review the information provided in the application against the selection criteria for the program.

Secondary Internal Review

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications, the ratio of population to services, the extent to which the applications will address the demonstrated needs of an underserved population, and agency and statutory priorities.

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, see the [Reference Guide](#) at pages 19-22.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsrs.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 23-24.

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 per form. 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 via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	If applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
Sustainability Plan	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. Letter(s) of Support	Yes	
10. Letter of Nonsupplanting	If applicable	
11. Financial Capability Questionnaire (nonprofits only)	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Proof of Non-Profit Status (see page 20)	Yes	
14. List of Tribal Coalition Board Members (see page 18)	Yes	
15. List of Tribal Coalition Membership (see page 18)	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before April 28, 2011** to:

The Office on Violence Against Women
 U.S. Department of Justice
 Attention: Tribal Unit
 145 N. Street NE, Room 10W.121
 Washington, DC 20530