



OVW Fiscal Year 2016 Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program Application Guidelines Invitation to Apply

Solicitation Release Date

This solicitation was released on or about **April 11, 2016**.

Eligibility

Eligible applicants are limited to: **recognized tribal coalitions and tribal organizations that propose to incorporate and operate a tribal coalition in areas where Indian tribes are located but no tribal coalition exists.**

(See "[Eligibility](#)")

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on May 23, 2016.

(See "[Submission Dates and Times](#)")

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Office of Justice Programs [Grants Management System](#) (GMS) no later than, **May 2, 2016**.

(See "[Registration](#)")

Pre-Application Conference Calls: OVW will conduct one Pre-Application Conference Call for the **Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program**.

Participation in this call is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Content and Form of Application Submission](#)”)

Contact Information

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

In Fiscal Year 2016, OVW applications for the Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program will be submitted through Office of Justice Programs (OJP) [Grants Management System](#) (GMS). For technical assistance with [GMS](#), contact OVW [GMS](#) Support at 1-866-655-4482.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.

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. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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

A. Program Description

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, organizations that serve culturally specific and underserved communities and others, OVW grants help provide victims across the life span with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

About the OVW Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program

This program was first authorized by the Violence Against Women Act of 2000 (VAWA 2000). The Violence Against Women Reauthorization Act of 2013 (VAWA 2013) changed the program from a discretionary program to a mixed formula and discretionary program, with each recognized coalition receiving an equal amount of available funds and organizations that propose to incorporate and operate tribal coalitions eligible for discretionary funding. VAWA 2013 also increased the amount of funding authorized for the program. The Tribal Domestic Violence and Sexual Assault Coalitions Program, hereinafter referred to as the **Tribal Coalitions Program**, supports the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions.

For additional information on the Tribal Coalitions Program including what past Tribal Coalitions Program grantees have accomplished with their grant funds and to view the Tribal Coalitions Program performance measures, see

<http://muskie.usm.maine.edu/vawamei/tribalcoalitionsmain.htm>.

Program Scope

Activities supported by the Tribal Coalitions Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the DOJ Financial Guide, any updates to the DOJ Financial Guide, and the conditions of the recipient's award.

Purpose Areas

By statute, funds under the Tribal Coalitions Program may be used for the following purposes:

1. Increasing awareness of domestic violence and sexual assault against Indian women;
2. Enhancing the response to violence against Indian women at the federal, state, and tribal levels;

3. Identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to Indian women victimized by domestic and sexual violence, including sex trafficking; and
4. Assisting Indian tribes in developing and promoting state, local, and tribal legislation and policies that enhance best practices for responding to violent crimes against Indian women, including the crimes of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.

Sexual Assault Purpose Areas

Eligible or dual sexual assault coalition applicants will receive additional funding from the SASP Tribal Coalitions Program in the amount of **\$16,666** if they propose activities in the following areas:

1. Work with local sexual assault programs and other providers of direct services for sexual assault victims to encourage appropriate responses to sexual assault within the state, territory, or tribe;
2. Work with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases;
3. Work with courts, child protective services agencies, and children's advocates to develop appropriate responses to child custody and visitation issues when sexual assault has been determined to be a factor;
4. Design and conduct public education campaigns on sexual assault;
5. Plan and monitor the distribution of sexual assault related grants and grant funds to their state, territory, or tribe; or
6. Collaborate with and inform federal, state, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual assault.

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:

1. 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;¹
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Developing materials that are not tailored to the dynamics of domestic violence or sexual assault, or the specific population to be served;
4. Developing policies that require mandatory reporting of sexual assault and domestic violence to law enforcement; and
5. Proposing information gathering activities (e.g., surveys, focus groups, collecting personal histories, etc.) that do not consider victim confidentiality or privacy, and/or that do not provide adequate safeguards to prevent or address vicarious trauma.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope and therefore these activities will not be supported by the **Tribal Coalitions Program** funding. Applicants that

¹If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

propose out-of-scope activities may experience a delay in receiving their awards or have additional conditions placed on their awards.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes). See section on Research and Protection of Human Subjects in the [FY 2014 Solicitation Companion Guide](#).
2. Civil legal services beyond assisting victims with obtaining protection orders or legal representation beyond what is needed to protect a victim's safety.

In addition, the Tribal Coalitions Program has the following budget limitations:

1. Applicants may not allocate more than 15% of the funds requested to direct services for victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.
2. Applicants may not allocate more than three percent of the funds requested to support project evaluation activities.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by the 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 may experience a delay in receiving funding.

- Lobbying (except with explicit statutory authorization);
- Fundraising;
- Purchase of real property;
- Construction; and
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

B. Federal Award Information

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. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the Tribal Coalitions Program ceases to be available.

Award Period

The grant award period is 12 months. Budgets must reflect 12 months of project activity, and the total "estimated funding" on the SF-424 must reflect 12 months. The award period will start on October 1, 2016.

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.

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 Coalitions Program for FY 2016 are as follows:

1. Recognized sexual assault only or dual domestic violence and sexual assault coalitions are eligible for \$280,090, plus an additional \$16,666 from the SASP Tribal Coalitions Program for a total of \$296,756.
2. Recognized domestic violence coalitions are eligible for \$280,090.
3. New coalitions may apply for up to \$250,000 for a 12 month period.

Type of Applicants

In FY 2016, OVW will accept applications for the Tribal Coalitions Program from all coalitions listed as eligible on the below list as well as organizations, determined by OVW, that propose to incorporate and operate a tribal coalition where no coalitions exist. Coalition applicants with current awards should ensure that activities in the FY 2016 application are not duplicative. Coalitions that elect not to receive an award in FY 2016 **will not be removed** from consideration for future years. Applicants may also elect to request less than the eligible award amount.

C. Eligibility Information

Eligible Applicants

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Eligible Entities

Eligible entities for this program are:

- Tribal coalitions that have been recognized by OVW as meeting the statutory definition of a “tribal coalition” and providing services to Indian tribes; and
- Organizations that propose to incorporate and operate a tribal coalition in areas where Indian tribes are located and no tribal coalition exists. Hereafter, these applicants will be identified as a “new coalition.”

The following are Tribal Coalitions that have been recognized by OVW:

1. Yupik Women's Coalition, AK
2. Hopi-Tewa Women's Coalition to End Abuse, AZ
3. Southwest Indigenous Women's Coalition, AZ
4. Strong Hearted Native Women's Coalition, Incorporated, CA
5. Native Women's Coalition, ID
6. Wabanaki Women's Coalition, Incorporated, ME
7. Uniting Three Fires Against Violence, MI
8. Minnesota Indian Women's Sexual Assault Coalition, MN
9. Mending the Sacred Hoop, MN
10. Montana Native Women's Coalition, MT
11. First Nations Women's Alliance, ND
12. Coalition to Stop Violence Against Native Women, NM
13. Seven Dancers Coalition, NY
14. Native Alliance Against Violence, Incorporated, OK
15. Native Women's Society of the Great Plains, SD
16. Restoring Ancestral Winds, Incorporated, UT
17. Washington State Native American Coalition, WA
18. American Indians Against Abuse, WI

Nonprofit Organization Requirements

Any entity that is eligible for the Tribal Coalitions Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Tribal Coalitions Program.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the Tribal Coalitions Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2016 solicitation.

Documentation of Services

Recognized Coalitions should provide information on the education, support, and technical assistance provided to member Indian service providers and tribes. **A new coalition** should describe its plan to provide these services. Such support must enable the member service providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking. This information will be provided in the Project Narrative as described on page 8.

List of Members

Applicants must provide a list and a map of the Indian tribes comprising the coalition membership as described on page 8.

List of Board Members

Applicants must provide a list of the coalition board members, as described on page 10.

Proof of Nonprofit Status (new coalitions)

A new Coalition must provide proof that the organization has been chartered as a non-profit in its state of origin. Furthermore, the new coalition should have filed for receipt of non-profit 501(c)(3) status from the IRS and receive this designation from the IRS before funds can be released from OVW. This documentation should be submitted with the application.

OVW TA Provider (new coalitions)

New coalitions should demonstrate that they have worked with a recognized OVW TA provider to engage in planning for a new coalition.

Limit on Number of Application Submissions

An applicant should submit only one application per organization. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on [GMS](#) or the [OVW website](#) . Applicants wishing to request a paper copy of the application materials should contact Karimah Dosunmu at Karimah.Dosunmu@usdoj.gov.

Content and Form of Application Submission

The following sections describe the required application content and provide guidance regarding the steps necessary to submit a complete application. It is the responsibility of each applicant to ensure that its application is complete, all registration requirements have been met or updated, and that its application is submitted by the specified deadline. Instructions regarding obtaining the required Data Universal Numbering System (DUNS) number, registering in the System for Award Management (SAM) and the [Grants Management System](#) (GMS), as well as submitting an application through GMS can be found later in this solicitation. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems.

Pre-Application Conference Calls

OVW will conduct one **(1)** Pre-Application Conference Call. 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.

The conference call is tentatively scheduled for **3:00 p.m. - 4:30 p.m. Eastern Time (E.T.) on April 20, 2016**. Anyone interested in submitting an application to the Tribal Coalitions Program may register to participate in a pre-application call. To register, please e-mail Karimah Dosunmu at Karimah.Dosunmu@usdoj.gov. Registration must be received at least **two (2)** days prior to the start of the call.

Application Contents

This section describes what is included in a complete application package. 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. 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 a complete application is submitted by the deadline. OVW will not contact applicants for missing items.

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

Applications must follow the requirements below. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)

1. 8½ x 11 inch paper
2. One-inch margins
3. Type no smaller than 12 point, Times New Roman font
4. Page numbers
5. No more than **20** pages for the Project Narrative

6. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. Headings and sub-headings that correspond to the sections identified in this section of the 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 all of the following components will be considered substantially incomplete and may experience a delay in receiving their awards.

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. List of Coalition Members or Tribes
4. List of Coalition Board Members
5. Proof of State Incorporation as a non-profit (new coalitions only)
6. Proof of IRS application receipt for non-profit designation (new coalitions only)
7. Letters of support (new coalitions only)

In addition, applications from new coalitions (discretionary applicants) will be scored on the documents listed above, as well as on the Summary Data Sheet.

Summary Data Sheet (New coalitions may receive up to **5 points** for this section)

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:

1. Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a “pass through entity” (a fiscal agent/sponsor) for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization’s past fiscal year. Please specify the end date of the applicant’s fiscal year.
5. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
6. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
7. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service’s three-step safe-harbor procedure to establish a rebuttable

presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures Related to Executive Compensation](#)" section.

8. The percentage of grant activities, should the application be funded, that will address each of the following issues:

1. Sexual assault;
2. Domestic violence;
3. Dating/teen dating violence;
4. Stalking; and/or
5. Sex trafficking.

9. Summary of Current and Recent OVW Projects (if applicable).

If the applicant has a current grant or cooperative agreement under any OVW program, or an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be provided in a table using the format found in [APPENDIX A](#). Failure to provide the required table will result in a loss of points.

The table must:

- Identify all grants by OVW program, award number and project period.
- Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
- Provide a justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (New coalitions may receive up to **55 points** for this section)

The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative comprises the following three sections and is required for both recognized and new coalitions:

1) Purpose of Application; 2) What Will be Done; and 3) Who Will Implement the Project. In addition, new coalitions must submit Letters of Support as described on page 10.

Purpose of Application (New coalitions may receive up to 15 points for this section)

- A list and map of the specific Indian tribes or region served by the recognized or new coalition;
- A list and general description of the recognized or new coalition's membership;
- A description of the services, support, and technical assistance provided to such members and Indian tribes by the recognized coalition or proposed to be provided by a new coalition;
- A summary of the programs which currently provide direct services to victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking in the proposed service area;
- A detailed description of the applicant's efforts to forge collaborative relationships with key stakeholders in the service area, including: tribal governments; tribal victim services programs tribal, state, and local

- criminal justice agencies; healthcare and social services professionals; and other relevant entities; and
- A description of how the project will impact current or prior efforts.

New Coalitions Only:

- A description of how the vision to establish the coalition came about and who the key players are in moving this vision forward; and
- A description of how the new coalition plans to network or collaborate with other key organizations/agencies such as tribal coalitions, state coalitions, and state administrator(s).

What Will Be Done (New coalitions may receive up to **20 points** for this section)

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed recognized or new coalition's activities and the need identified in the "Purpose of Application" section.

- A description of the specific tasks and activities necessary to accomplish each of the project goals and objectives;
- A description of any services, awareness campaigns, education and training events, to include establishing a coordinated community response (CCR) and addressing the needs of specific underserved populations, that will be provided to members and tribal communities by the recognized coalition or proposed to be provided by a new coalition;
- A description of how existing research and evaluation has or will be used to inform the project;
- A description of the expected outcomes and how these outcomes will be measured;
- A timeline that identifies when project tasks and activities will be accomplished;
- A description of all products/deliverables that will be developed or revised with grant funds. This description should include how the product/deliverable will be used to increase awareness, enhance response, provide technical assistance to coalition membership and tribal communities, or assist with the development or enhancement of tribal legislation and policies. Grantees will be required to submit all products to OVW for review and approval prior to public release; and
- Applicants eligible as recognized or new sexual assault only or dual sexual assault/domestic violence coalitions should describe how tasks, activities, service delivery, and collaborations will differ to meet the specific needs for victims of sexual assault.

New Coalitions Only:

- Include the date the organization was chartered in its state of origin as a non-profit with governing by-laws and Articles of Incorporation;
- A description of work to date with an OVW TA Provider to engage in planning activities necessary to incorporate and operate a tribal coalition; and
- Include the date that the organization has or will file for non-profit 501(c)(3) status from the IRS. **Note: funds for new coalitions cannot be released without an IRS non-profit designation.**

Who Will Implement the Project (New coalitions may receive up to **20 points** for this section)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate the capacity to address the stated need and successfully implement the stated project activities.

- Identify the name, title, and a summary of qualifications and responsibilities/duties for all current grant-funded positions that will be maintained with award funds;
- Identify the title of any new positions that will be created with grant funds, as well as provide a summary of the qualifications and responsibilities for each position;
- Identify the name, summary of qualifications, and responsibilities of any consultants or contractors who would be hired to carry out the goals and objectives of the proposed project;
- Identify any partners on the project;
- Provide a list of the coalition board members; and
- Describe the capacity of the coalition to implement the project.

All applicants requesting funding to address the SASP Tribal Coalitions priority area must:

- Demonstrate that the lead applicant organization, one of its collaborative partners, and/or a proposed consultant on the project has demonstrated expertise in addressing sexual assault committed against American Indian or Alaska Native women; and
- Describe work addressing sexual assault to date by the recognized coalition or proposed to be provided by a new coalition.

New Coalitions Only:

- Provide a proposed organizational staff plan. Job descriptions should be submitted for all proposed key positions; and
- State if the new coalition will be funded 100% by OVW grant funds or if other funding resources exist.

Letters of Support (New coalitions may receive up to **20 points** for this section)

New coalitions must submit **at least two letters of support** from a tribe that the new coalition proposes to serve. Each letter of support must clearly identify what service gap(s) exist, how the new coalition will bridge the gap(s), and how the Tribe that submitted the letter will collaborate with the new coalition to implement the goals and objectives of the project.

Each letter must:

- Clearly identify the name of the Tribe;
- Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals; and
- Describe the need for services that the new coalition will provide.

Budget Detail Worksheet and Narrative (New coalitions may receive up to **20 Points** for this section)

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display 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 must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project. In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in [Appendix A](#). 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. The budget must adhere to the DOJ Financial Guide.

This Section must:

1. Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
2. Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs; and
3. Allocate funds in the amount of **\$15,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska should allocate **\$20,000** to account for higher travel costs.

Award Period and Amount

The grant award period is 12 months. Budgets must reflect 12 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 months.

1. Recognized sexual assault only or dual sexual assault/domestic violence coalitions are eligible for \$280,000, plus an additional \$16,666 from the SASP Tribal Coalitions Program for a total of \$296,756;
2. The budget **must clearly identify** which expenses are allocated to the SASP Tribal Coalitions Program funding. These sexual assault expenses may exceed the \$16,666 amount, **but may not be less than \$16,666; and**
3. New coalitions may apply for up to \$250,000 for a 12 month period.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences

5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the DOJ Financial Guide.

Training and Technical Assistance

All applicants must allocate funds in the amount of **\$15,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska should allocate **\$20,000** to account for higher travel costs. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the DOJ Financial Guide. The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the DOJ Financial Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. 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.

2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Delivery of Legal Assistance

Tribal Coalitions Program grantees may not allocate more than 15% of the grant funds toward direct services for victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking. "Victim services" only includes civil legal services in limited circumstances. Services to assist victims with obtaining protection orders is fully allowable. Beyond that, the primary purpose of legal representation must be to protect the victim's safety. Support for legal services must be examined on a case-by-case basis, must be directly related to enhancing a victim's safety, and must be otherwise allowable under federal cost principles. For example, if a protection order specifies "no contact" with the children, then attorney's fees related to a visitation case could be covered if resolution of the visitation case is necessary for the continued enforcement of the protection order.

Accommodations and Language Access

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs or activities. More information on these obligations is available in the [OVW FY 2014 Solicitation Companion Guide](#) and at www.lep.gov. Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, Deaf individuals, and persons with limited English proficiency 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 the materials are accessible to persons with disabilities. Grant funds may be allocated for these purposes.

Pre-Award Cost Approval

Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the DOJ Financial Guide for more information on pre-award costs.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

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.

Proof of 501(c)(3) Status

As noted under Eligible Entities, an entity that is eligible for the Tribal Coalitions Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status.

Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <https://www.councilofnonprofits.org/tools-resources/executive-compensation>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf and must be signed by the authorized representative and uploaded to the application in [GMS](#).

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in

“Authorized Representative” must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the AOR, 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.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in [GMS](#).

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 [GMS](#).

1. 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? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization’s policy for requesting payments for grant awards.
5. 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.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200) issued on December 26, 2013? Please provide a short list of the individual’s qualifications/experience. If the individual is not familiar with the applicable rules and regulations, 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 its award to coordinate training.

Please note: This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in a delay receiving funds.

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. This should be a separate attachment to the application in [GMS](#).

Non-federal entities, other than State and local governments and Indian tribes that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

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. States must accept a Federally approved indirect cost agreement or de minimis rate.

Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs. Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available the next business day.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a federal awarding agency. Also, Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [GMS](#) uses SAM to establish roles and IDs for electronic grant applicants.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet.**] Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/portal/SAM/#1> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [GMS](#) and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS, register online with the SAM and with Grants.gov immediately, but no later than **May 2, 2016**.

Grants Management System

Applicants are required to submit applications through the Office of Justice Programs' [Grants Management System](#) (GMS). This is not [Grants.gov](#). In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

Submission Dates and Times

It is very important that all applicants read this section carefully. Each year OVW administers more than a dozen discretionary and formula programs. To ensure that OVW has sufficient time to process all of its discretionary and formula programs, applicants for formula funding must follow submission deadlines just as applicants for discretionary awards. Applicants that do not complete all the steps to register and submit their applications by the due date may experience a delay in receiving their awards or in having their budgets reviewed and approved. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

Note: Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on May 23, 2016**. Applications submitted after **11:59 p.m. E.T. on May 23, 2016** may be rejected. Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

OVW Policy on Duplicate Applications

An applicant can only submit one application per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Experiencing Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no later than **May 2, 2016**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact OVW [GMS](#) Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T., except closed for Federal holidays.

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. Contact the **Tribal Coalitions Program** at darla.sims@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. Contact the technical support number above prior to the application submission deadline.

Within 24 hours after the deadline, the applicant must again contact the **Tribal Coalitions Program** at darla.sims@usdoj.gov to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide the [GMS](#) Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application may be rejected as late.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed due to a temporary lack of Internet access, unforeseeable technical issues, or geographic isolation. If an applicant does not provide advance notice to OVW about an issue that may cause a delay in the submission of its application, the applicant may experience a delay in receiving its award or in having its budget reviewed and approved. If an applicant follows the steps outlined above, OVW will consider the applicant's request for late submission. Extension of deadlines is not guaranteed and permission to submit a late application does not automatically result in an award being processed on OVW's originally

projected timeline. Therefore a delay in the award and/or budget review process may still be experienced by applicants approved for late submission.

Extraordinary Natural or Manmade Disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late by sending an e-mail to the contact listed in the solicitation. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.

Intergovernmental Review

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Other Submission Requirements

As discussed in the "[Submission Dates and Times](#)" section above, applications must be submitted electronically through the Office of Justice Programs' [Grants Management System \(GMS\)](#) instead of [Grants.gov](#). In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program that they intend to apply for and follow the instructions. Training materials are available on the main GMS homepage. Applicants that are unable to submit electronically must contact the OVW **Tribal Coalitions Program** unit at 202-307-6026 no later than May 2, 2016 to request permission to submit an application by alternative means.

The application process can move forward once the organization successfully registers with [GMS](#).

E. Application Review Information

Criteria

This is a mixed formula and discretionary grant program. Applications from recognized coalitions are not subject to a peer review. Applications from new coalitions will be subject to an internal peer review. Applicants must submit all information requested in the Application Requirements and Additional Requirements sections of this solicitation. If any required documentation is missing the applicant will be contacted and the documentation must be submitted prior to the making of an award. Failure to include required information at the time of submission may result in a delay in receiving an award. In addition, new coalitions will be scored as follows:

1. Summary Data Sheet: **5 points**
2. Project Narrative: **55 points**
 - A. Purpose of Application: (15 points)
 - B. What Will Be Done: (20 points)
 - C. Who Will Implement: (20 points)
3. Letters of Support: **20 points**
4. Budget Narrative and Detail Worksheet: **20 points**

Review and Selection Process

Review and Selection Process

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied access to funding.

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope and statutory requirements, activities that compromise victim safety and, if applicable, past performance. As a part of the programmatic review process described above, applicants with current or recently closed OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

1. Submission of progress reports by the applicant, in conjunction with monitoring conducted by OVW, demonstrating the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
2. Demonstrating that past activities supported with OVW grant funds have been limited to program purpose areas;
3. Adherence to all special conditions of existing grant award(s) from OVW;
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
5. Completion of close-out of prior awards in a timely manner;
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
7. Receipt of financial clearances on all current or recent grants from OVW;
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
9. Adherence to the Office of Management and Budget single-audit requirement;
10. Adherence to the requirements of the DOJ Financial Guide;
11. Timely expenditure of grant funds; and
12. The organization's capacity to successfully implement the project.

OVW grantees with significant past performance issues may have additional conditions placed on their awards.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities,

past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.

F. Federal Award Administration Information

Federal Award Notice

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy 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 FY 2014 OVW Solicitation Companion Guide:

<http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>

1. [Civil Rights Compliance](#)
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding

13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

Terms and conditions for OVW awards, including awards under the **Tribal Coalitions Program** are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2016 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.

Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee's award may be frozen or terminated and the grantee may be denied continuation funding.

Reporting

Reporting Requirements

Tribal Coalitions Program grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

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. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW Tribal Coalitions Program Division at (202) 307-6026 or darla.sims@usdoj.gov.

For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application.

Application Documents	Date Completed
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Narrative	
4. Budget Detail Worksheet and Narrative	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Disclosures Related to Executive Compensation	
8. Confidentiality Notice Form	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Financial Capability Questionnaire	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
13. Proof of Non-profit Status	
14. Map of Coalition Membership and/or Service Area	
15. Summary of Current OVW projects (if applicable)	
16. Additional Requirements for New Coalitions <ul style="list-style-type: none">• Bylaws• Proof of State Incorporation• Proof of Nonprofit Status• Support Letters	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

APPENDIX A

Summary of Current and Pending Non-OVW Federal Grants to do the Same or Similar Work

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	TOTAL: \$300,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

APPENDIX B

Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	TOTAL: \$467,850 A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
			TOTAL:	TOTAL:				
			\$1,232,000	\$717,850				

Appendix C

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the DOJ Financial Guide.

Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 per day for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

Non-federal entities, other than State and local governments and Indian tribes, which have never received a federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

In developing the budget, applicants should 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 domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault 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, applicants do 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.

Non-Federal contributions

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

Budget Detail Worksheet

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

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

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

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

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

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

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

TOTAL PERSONNEL: **\$ 212,700**

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315

Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36

TOTAL FRINGE BENEFITS: \$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$ 6,000
Training and		Lodging	\$100 (avg.) x 3 nights x 3 people x	\$ 3,600
Technical			4 trips	
Assistance		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4	\$ 2,400
			trips	

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: \$ 12,000

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

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

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

TOTAL EQUIPMENT: \$ 1,500

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

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

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

TOTAL SUPPLIES: \$ 9,075

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
TOTAL CONSTRUCTION:		<u>\$ 0</u>

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

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

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

Subtotal Consultant Fees: \$ 37,950

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		Subtotal OVW-Mandated Training:		<u>\$ 8,000</u>
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
		Subtotal Sexual Assault Training:		<u>\$ 705</u>

Subtotal Consultant Travel: \$ 8,705

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800
Subtotal Contracts:		<u>\$ 13,500</u>

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

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

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

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

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

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

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

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

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

TOTAL OTHER COSTS: \$ 84,900

I. Indirect Costs – Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183

TOTAL INDIRECT COSTS: \$ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

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

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
Total Direct Costs	\$412,811
I. Indirect Costs	\$ 28,183
TOTAL PROJECT COSTS	<u>\$ 440,994</u>
Federal Share Requested	\$ 440,994
Non-Federal (Match) Amount	\$ 0

APPENDIX D

Sample Letter of Registration

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that **[Insert Applicant Name]** is registered and current with the System for Award Management (SAM) under DUNS number **[insert DUNS number]**. **[Insert Applicant Name]** registered/verified registration on **[Insert Verification Date]**. The SAM registration for **[Insert Applicant Name]** will expire on **[Insert Expiration Date]**.

Sincerely,

[Authorized Organization Representative]

APPENDIX E

Disclosures Related to Executive Compensation

Disclosures Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

[or, if relevant]:

- (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]
- (2) the comparability data used in establishing executive compensation; and
- (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments