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# OVW

Grants to Support  
Tribal Domestic  
Violence and  
Sexual Assault  
Coalitions  
Grant Program

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**FY 2004  
Solicitation**

**GMS Registration Deadline:  
February 26, 2004  
Application Deadline:  
March 18, 2004**

**U.S. Department of Justice  
Office on Violence Against Women**  
810 7th Street, N.W.  
Washington, D.C. 20531

John Ashcroft  
*Attorney General*  
U.S. Department of Justice

Diane M. Stuart  
*Director*  
Office on Violence Against Women

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

**TTY  
202-307-2277**

**Office on Violence Against Women**  
*[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)*

**Grants to Support Tribal Domestic Violence & Sexual Assault Coalitions  
Grant Program Application**  
*[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)*

## **About the Office on Violence Against Women**

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

## **About the Grants to Support Tribal Domestic Violence and Sexual Assault Coalitions Grant Program**

Drawing from unique traditions, Indian governments have been working in partnership with nonprofit organizations to promote the safety of Indian victims and the accountability of offenders. The VAWA offered additional resources and training to Indian tribes to develop specific responses to end domestic violence, sexual assault, and stalking.

Despite these considerable efforts, there are few domestic violence or sexual assault nonprofit, nongovernmental tribal coalitions dedicated to improving systemic and community responses to victims in Indian country. Statistics

highlight the need for further resources and organizations devoted to the issue of violent crimes against Indian women. The Bureau of Justice Statistics reports that between 1993 and 1998, Indians sustained violent victimization at a higher per capita rate than any other group.<sup>1</sup> Studies also indicate that Indian women suffer a disproportionate level of intimate partner violence and sexual assault.<sup>2</sup> Responding to this critical need, in FY 2001 Congress appropriated resources to develop and operate nonprofit tribal domestic violence and sexual assault coalitions in Indian country to address the unique issues that confront Indian victims.<sup>3</sup> The Grants to Support Tribal Domestic Violence and Sexual Assault Coalitions Grant Program provides resources for organizing and supporting efforts to end violence against Indian women. The Grants to Support Tribal Coalitions Program implements certain provisions of the Violence Against Women Act of 2000 (VAWA 2000), Public Law 106-

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<sup>1</sup> Rennison, Callie, *Violent Victimization and Race*, Washington, D.C.: Bureau of Justice Statistics, March 2001, NCJ 176354, p. 1.

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

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

386.

This solicitation provides program and application guidelines for grant awards to be administered by OVW under the Grants to Support Tribal Coalitions Program. The purpose of the Grants to Support Tribal Coalitions Program is to build the capacity of nonprofit, nongovernmental victim services organizations and programs and advocates to form nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to advance the goal of ending violence against Indian women. A portion of the funds provided in FY 2003 under the Grants to Support Tribal Coalitions Program has been set aside to provide technical assistance to tribal coalitions.

### **Availability of Funds**

This solicitation makes available grant funds from both FY 2003 and FY 2004. The appropriation for the Grants to Support Tribal Coalitions Program in FY 2003 was \$3.39 million and in FY 2004 is \$2.97 million.

### **Award Period**

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

### **Award Amount**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. While there is no specific amount for which eligible applicants may apply, it is unlikely that OVW will make awards in excess of

\$300,000 overall. Applicants in Alaska may apply for up to \$400,000.

OVW has the discretion to negotiate the budget and scope of work with applicants prior to making an award. All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation.

### **Application Due Date**

Applications must be received by the close of business (5:30 p.m. EST) March 18, 2004, through the **Grants Management System (GMS) and by facsimile.**

We recommend that you register through GMS **no later than February 26, 2004**, as you must receive confirmation that you are eligible to apply for funding prior to submitting an application on GMS.

### **Program Eligibility**

Eligible applicants are Indian tribal governments that will support the development and operation of new or existing nonprofit tribal domestic violence and sexual assault coalitions in Indian country. Tribal coalitions must obtain nonprofit status within eight months from the beginning of the project period. The primary mission of a tribal coalition must be to end violence against American Indian and/or Alaska Native women.

A coalition is a group of victim services programs, organizations, and individuals working together in a common effort, for a common purpose to make more

effective and efficient use of resources. The common purpose of nonprofit tribal domestic violence and sexual assault coalitions must include the following: ending violence against Indian women; ensuring the safety of Indian victims of domestic violence and/or sexual assault; and promoting the accountability of offenders.

Tribal coalitions are not required to organize across a particular type of geographic entity. Tribal governments may support local tribal coalitions; regional tribal coalitions; and national tribal coalitions. Moreover, coalitions may choose to focus on domestic violence or sexual assault, or may develop an approach that addresses both crimes.

The leadership and expertise of Indian nonprofit, nongovernmental victim services organizations and programs must be evident in the development and implementation of any coalition under this program. Members of the nonprofit, nongovernmental coalition should be comprised of tribal domestic violence and/or sexual assault service providers or victim advocacy organizations that work tribally, statewide, regionally, or nationally to institute systemic reform. Coalition members can also include allied organizations, service providers, or individuals who also are committed to ending domestic violence and/or sexual assault and who represent various components of a community, including spiritual leaders, health care professionals, law enforcement personnel, prosecutors, judges and court personnel, and legal services professionals. In addition, coalitions

may have broad-based representation, including elders and youth.

### **Types of Applicants**

OVW will accept applications from tribal governments applying on behalf of currently funded tribal coalitions, as well as tribal governments applying to support the development and operation of new tribal coalitions. **All applications will be subject to review. Those applications from tribal governments applying on behalf of currently funded tribal coalitions receiving the highest composite scores will be given priority in award processing should they be selected to receive an award.**

### **Scope of the Program**

The scope of the Grants to Support Tribal Coalitions Program is defined by the following purpose areas. Proposed projects must implement activities consistent with the program purpose areas, which support the development and operation of new or existing nonprofit tribal domestic violence and sexual assault coalitions in Indian country.

### **Purpose Areas**

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

- Establishing and maintaining an office and hiring staff (reasonable costs in connection with establishing an organization are allowable);
- Providing technical assistance to coalition members, programs, organizations, and service providers;

- Expanding the capacity of coalitions;
- Developing or enhancing appropriate standards of services for domestic violence or sexual assault service providers;
- Conducting statewide, regional, and/or tribally-based meetings or workshops for tribal victim advocates, survivors, community members, legal services staff, health care professionals, and criminal justice representatives;
- Bringing local tribal programs together to identify gaps in domestic violence or sexual assault services and to coordinate activities;
- Coordinating and presenting public awareness or community education programs (including education for youth) to increase understanding of domestic violence and/or sexual assault;
- Engaging in systems advocacy with community organizations to effect policy and/or procedural change in order to improve the community's responses to domestic violence and sexual assault. No federal funding made available under this grant program, however, may be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government without the express prior written approval of OVW. A more complete description of the Anti-Lobbying Act is included on page 11.
- Providing limited direct services and advocacy to victims of

domestic violence or sexual assault including crisis hotlines, assistance with shelter and transitional housing, court accompaniment, referrals, support groups, and civil legal services. *(The primary purpose of these funds is not to provide direct services, although such services may be one part of a comprehensive project).*

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

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

### **Review Process**

The Grants to Support Tribal Coalitions Program is a competitive program. OVW will carefully review each application for funding. All applications will be subject to peer review and internal review by OVW staff, and will be scored according to the criteria set forth in this solicitation. During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the Grants to Support Tribal Coalitions Program's purpose areas will be disqualified from

funding consideration. OVW has the discretion to negotiate the scope of work with applicants prior to making an award.

OVW has adopted a numerical system for scoring all applications. Each application requirement has been given a maximum point value. The total possible points are 100 for both new and continuation applications. The status of current grant-funded activities will be taken into consideration as part of the review process.

### **Selection Criteria**

The selection criteria for the Grants to Support Tribal Coalitions Program includes:

- The tribal coalition demonstrates, through a mission statement, a clear vision for promoting victim safety and offender accountability through advocacy that includes public awareness, community education, training and technical assistance, referrals, partnerships, and coordination of services;
- The tribal coalition is comprised of committed tribal nonprofit, nongovernmental victim services organizations and programs and advocates;
- The application reflects that the persons in leadership positions in the coalition represent tribal nonprofit, nongovernmental victim services organizations and programs;
- The application includes at least one letter of support from community members to be

served, from existing tribal domestic violence or sexual assault coalitions or victim advocacy organizations and programs, or from nonprofit, nongovernmental victim service providers who indicate active involvement with the development and/or operation of the tribal coalition;

- The application describes the impact of current or prior efforts to prevent and reduce violence against women in the tribal community and details the need for the tribal coalition;
- The planning, development and implementation strategy, organizational and staff capacity, and general timeline are clearly described;
- The budget is reasonable as it relates to proposed project activities;
- The application describes how the tribal coalition will measure the effectiveness of its grant-funded activities; and
- The application generally describes a plan for sustaining the tribal coalition beyond this grant.

In addition, tribal governments proposing to support current grantees will be evaluated on the grantee's compliance in the following areas:

- Utilization of available resources and the ability to continue the project after Grants to Support Tribal Coalitions Program funds are no longer available;
- Attendance and participation in required OVW-sponsored

workshops and other technical assistance events;

- Special conditions of the current grant award;
- Progress in completing project goals and objectives according to the approved time line;
- Adherence to programmatic, financial, and audit reporting requirements; and
- Progress in developing or completing products.

### **Application Content**

Applications should demonstrate the applicant's knowledge and understanding of domestic violence and/or sexual assault. Applicants should carefully consider the resources needed to successfully develop and operate a nonprofit, nongovernmental tribal domestic violence and/or sexual assault coalition and present a realistic 24-month budget that accurately reflects project costs. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

All applicants must use the following page and format requirements:

- Double spaced
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point
- 12 characters per inch

Points may be deducted for failing to adhere to the above page format requirements.

### **New Requirement**

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award.

**The DUNS number will be entered into GMS by the applicant.** The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's GMS, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

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

### **Application for Federal Assistance (SF-424): 0 Points**

The SF-424 will be completed online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.587 and the title is "Grants to Support Tribal Domestic Violence and Sexual Assault Coalitions Grant Program." The federal cognizant



audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the Indian tribal government applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

**Abstract (not to exceed one page): 5 Points**

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

**Status of Current Project (not to exceed four pages)**

**Applicants for continuation funding only:**

State what has been accomplished by the current project, including a description of the goals and objectives from the prior grant period and the status of each; the status of any project products; and any unanticipated obstacles to project implementation.

Applications from tribal governments applying on behalf of currently funded tribal coalitions will be rated by OVW using the following criteria:

- The coalition has submitted progress reports demonstrating the effectiveness of the current project. These reports must also show progress toward meeting project goals and objectives and demonstrate that the current project is being implemented in a timely manner as outlined in the original proposal;
- The coalition has complied with all special conditions of their existing grant award from OVW;
- The coalition has adhered to programmatic and financial reporting requirements;
- The coalition has completed the project goals, objectives and products according to the approved time line;
- The coalition has demonstrated maximum utilization of available resources and a willingness and ability to continue the project after Grants to Support Tribal Coalitions Program funds are no longer available;
- The coalition utilized and actively participated in OVW-sponsored workshops and other technical assistance events required as a Special Condition of the current award; and
- The coalition has complied with the OMB audit requirement

Applicants applying on behalf of currently funded tribal coalitions who have failed to comply with any or all of the aforementioned criteria could have as many as 25 points deducted from their application score. In addition, OVW reserves the right to disqualify an application from consideration, if an

applicant is found to be substantially out of compliance with the criteria.

**Project Narrative (not to exceed 15 pages overall)**

The components of the project narrative are worth a *cumulative total of 65 points*. The narrative should include the following:

**Information about the coalition: 15 Points**

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

**What will be done: 20 Points**

- Describe the project goals and action plan, including a time line and a brief description of responsible individuals and agencies;
- Identify the staffing needs, including job descriptions identifying the responsibilities of proposed staff positions and qualifications that would be required of key staff conducting

and managing the proposed project; and

- Outline the technical assistance and training needs of the coalition.

**Who will implement the project: 15 Points**

All applicants must identify those persons in leadership positions within the coalition (or points of contact).

**Products: 5 Points**

The Grants to Support Tribal Coalitions Program offers an opportunity to share information about approaches and promising practices utilized by nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions in order to end violence against Indian women. The Grants to Support Tribal Coalitions Program, therefore, requires grantees to develop and submit products to OVW that can be shared with other grantees. Products may include, but are not limited to mission statements, strategic plans, articles of incorporation, policies and protocols, memoranda of understanding, curricula, public education and training materials, and audio-visual materials.

This section should describe the tangible products that will be generated and how they could be used to assist other jurisdictions that wish to develop nonprofit tribal domestic violence and sexual assault coalitions in Indian country.

**Sustainability Plan: 10 Points**

Because this is a competitive, discretionary program there is no guarantee of continued funding.

Applicants are required to include a plan describing their commitment and capacity to continue the coalition if federal funding through the Grants to Support Tribal Coalition program is no longer available.

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

**Support Letters(s) from existing tribal domestic violence or sexual assault victim advocacy programs or organizations: 10 Points**

Applicants must include at least one letter of support from community members to be served, from existing tribal domestic violence and/or sexual assault coalitions, or from nonprofit, nongovernmental victim service organizations or providers describing their involvement with the development and/or operation of the tribal coalition. Please write the GMS application number on the top of each page and fax to 202/354-4147.

**Budget Detail Worksheet and Narrative: 20 Points**

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

components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative. A Budget Detail Worksheet has been included in Appendix A. The budget should describe clearly:

- The proposed amount and intended use of grant funds over the grant period, including the 25% required match; and
- An explanation of how the specific budget item amounts were determined.

**Budget Requirements**

- Consultant rates in excess of \$450 per day require prior approval from the Director of OVW.
- All applicants **are required** to allocate at least \$30,000 of grant funds to support travel costs associated with technical assistance and capacity-building sessions sponsored by OVW-designated technical assistance providers. Grant recipients are required to work collaboratively with staff from OVW and designated technical assistance providers. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. This amount should be included in the “travel” category of the budget detail worksheet and

budget narrative. Please provide an estimated breakdown for the amount (include estimates for the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). A sample travel budget for these costs is included in Appendix A.

### Match Requirements

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. The source of the 25% non-Federal portion of the budget is governed by OJP's Financial Guide. The following restrictions on match apply to this program:

- Match cannot be derived from other Federal funds, unless those funds are appropriated by the Congress for the activities of any agency of an Indian tribal government or of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands (42 USC §3796gg-1(g)).

**The application must identify the source of the 25% match within the budget and how the match funds will be used.** Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

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

For a federal award amount of \$300,000, match would be:

$$\frac{\$300,000}{75\%} = \$400,000 \times 25\% = \$100,000 \text{ match}$$

The purpose of matching funds is to augment the resources available from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. For example, if half of a coordinator's time is supported with grant funds, that coordinator must track ALL of her or his time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities. The source of the 25% match is governed by OJP's *Financial Guide* and the Grants to Combat Violent Crimes Against Women statute.

### Match

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

value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

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

- If an entity other than the coalition donates office space free of charge to the coalition for the project, the rental value of the space may be used as match. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Coalitions may also receive short term donations of space, such as a room to hold a meeting or a training event, which may be used as match;
- The salaries of coalition employees who are working on grant-related purposes but are not paid with grant funds may be used. For example, training coordinators or other employees could be used as match to the extent that they are not paid by grant funds;
- If the project has a board of directors or advisory board and the members are not compensated for their time or

travel, the time or travel spent by the board members may be used as match. Similarly, other groups, such as a training committee made up of representatives from victim services programs could be used as match to the extent that the members are not paid for their time through grant funds. Any other volunteers involved in the project, such as trainers and speakers or pro bono attorneys and other professionals, also may be used as match;

- Donated tangible goods may be used as match. For example, a program may receive donations of used furniture, the reasonable value of which may be used. A coalition may also solicit donations both from individuals and from companies such as supermarkets of food and other items that can be used by the coalition;
- Coalitions also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the coalition. Other examples of donated services may include web space and services, other computer services, legal services, and accounting services; and
- Coalitions may use several forms of cash match as well. If the coalition receives cash donations or membership dues, this may be used as match. Also, grants from

private foundations or state and local governments, as well as money received through the United Way may be used as match.

**Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

You will be agreeing to these assurances and certifications when you submit your application online through GMS. **NOTE:** If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

**Anti-Lobbying Act**

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the

interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

**Certification of Nonsupplanting**

A letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-federal funds will not take place should a grant award be made, must be faxed to 202/354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix B for a sample letter.

**Additional Program Requirements**

**Performance Measures and Evaluation**

There are two statutory requirements that require VAWA grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the **Government Performance and Results Act of 1993 (GPRA)** was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more

directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

Second, all OVW grant recipients are required to report on the effectiveness of their programs pursuant to VAWA 2000. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate the ability of tribal coalitions to address the unique issues confronting Indian victims of domestic violence and sexual assault.

Applicants must report:

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

If applicable, applicants will be also be expected to report on:

- Policies and/or protocols developed, substantially revised, or implemented;
- Public awareness activities conducted;
- Tribal codes and ordinances developed or substantially revised; and
- Training events conducted.

### **Reporting Requirements**

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in federal funds

during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

### **OJP Financial Guide**

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

[www.ojp.usdoj.gov/FinGuide](http://www.ojp.usdoj.gov/FinGuide).

### **Suspension or Termination of Funding**

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

- The requirements of VAWA and statutory objectives of the Grants to Support Tribal Coalitions Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of Semi-Annual Progress Reports;
- The application submitted in accordance with the provisions of VAWA or other provision of any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will

attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18.

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424. The list of SPOCs can be found at:

[www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html).

### **Faith-Based Organizations**

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be

discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

### **Civil Rights Compliance**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### **Services to Limited-English-Proficient (LEP) Persons**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S.



Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the Office of Justice Program's Office for Civil Rights at 202/307-0690, or by writing to the following address:

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

### **How to Apply**

Applicants must submit a fully executed application to OVW through GMS, including all required supporting documentation. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc\*), PDF files (\*.pdf\*), or Text Documents (\*.txt\*). (Please refer to Appendix C, the GMS Quick Start Guide.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to 202/354-4147, or electronically through GMS, and can include:

- Certification of nonsupplanting;
- Support letter(s)

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

**The application number must be included on the cover page of all faxes.** Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page:

**[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo).**

Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

### **Application Due Date**

Applications must be received by the close of business (5:30 p.m. EST) **March 18, 2004, through the Grants Management System (GMS) and by facsimile.**

We recommend that you register through GMS **no later than February 26, 2004**, as you must receive confirmation that you are eligible to apply for funding prior to submitting an application on GMS.

## **Definitions**

**DOMESTIC VIOLENCE** - By statute, the term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with

whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies.

**SEXUAL ASSAULT** - By statute, the term *sexual assault* means any conduct proscribed by Chapter 109A of Title 18, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison, and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

**VICTIM SERVICES** - By statute, the term *victim services* means a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women's shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.

**TRIBAL COALITION** - The term *tribal coalition* means a nongovernmental membership organization formed on a tribal, regional, or national level that has the primary mission of organizing to end

violence against American Indian and Alaska Native women (see Scope of Program section).

**NONPROFIT** - Nonprofit organization means any corporation, trust, association, cooperative, or other organization which:

- 1) is operated primarily for educational, service, humanitarian, or similar purposes in the public interest;
- 2) is not organized primarily for profit; and
- 3) uses its net proceeds to develop, maintain, improve, and/or expand its operations.

**INDIAN TRIBE** - By statute, the term *Indian tribe* means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**APPENDIX A**

**Budget Detail Worksheets & Sample Travel Budget**

**Budget Detail Worksheet**

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

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**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.**

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL** \_\_\_\_\_

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

Name/Position	Computation	Cost
---------------	-------------	------

TOTAL \_\_\_\_\_

Total Personnel & Fringe Benefits \_\_\_\_\_

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

Purpose of Travel	Location	Item	Computation	Cost
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TOTAL \_\_\_\_\_

**D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included either in the "Supplies" category. 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.**

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL \_\_\_\_\_**

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**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.**

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
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TOTAL \_\_\_\_\_

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**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.**

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
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TOTAL \_\_\_\_\_

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

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

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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Subtotal \_\_\_\_\_

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal \_\_\_\_\_

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

<u>Item</u>	<u>Cost</u>
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Subtotal \_\_\_\_\_

TOTAL \_\_\_\_\_

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**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.**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL** \_\_\_\_\_

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

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL** \_\_\_\_\_

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

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

**Federal Request** \_\_\_\_\_

**Required 25% Non-Federal Amount** \_\_\_\_\_

Sample

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

TRAVEL SECTION ONLY

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<b>OVW technical assistance and training travel</b>				
<b>3 coalition representatives will attend 8 training/technical assistance sessions</b>				
	TBD	Airfare	(\$399 x 3 people x 8 trips)	\$ 9,576
	Hotel		(\$115/night x 5 nights x 3 people x 8 trips)	\$13,800
	Meals		(\$46/day x 6 days x 3 people x 8 trips)	\$ 6,624

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

TOTAL            **\$30,000**

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**APPENDIX B**

**Certification of Nonsupplanting**

# ***SAMPLE***

[Applicant Letterhead]

[date]

**Office on Violence Against Women  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531**

[Applicant] certifies that any funds awarded through the Grants to Support Tribal Domestic Violence and Sexual Assault Coalitions Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of developing and operating nonprofit tribal domestic violence and sexual assault coalitions. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

## **APPENDIX C**

### **GMS Quick Start Guide**

## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)

- ◆ Step 1. Using your established Internet account,\* go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online GMS Application Procedures Handbook is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.
- ◆ Step 3. If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 Grants to Support Tribal Domestic Violence and Sexual Assault Coalitions Grants Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

**Please Note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ Step 4. To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (\*.doc\*), PDF files (\*.pdf\*), or Text Documents (\*.txt\*). Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, letters of support, and letter of nonsupplantation) must be faxed to (202) 354-4147. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

*\*If you do not have an Internet account, call OVW at 202-307-6026 for assistance.*