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The United States Department of Justice, Office on Violence Against Women (OVW) ([www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)) is pleased to announce that it is seeking applications for the Tribal Domestic Violence and Sexual Assault Coalitions Program. This program furthers the Department of Justice's mission by building the capacity of survivors, advocates, Indian women's organizations, and victim service providers to form nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to advance the goal of ending violence against American Indian and Alaska Native women.

# OVW FY 2009 Tribal Domestic Violence and Sexual Assault Coalitions Program

## Eligibility

Applicants are limited to established nonprofit, nongovernmental tribal coalitions..  
(See "Who is Eligible to Apply," page Pages 5)

## Deadline

Letters of intent to apply should be submitted by **April 10, 2009**.  
All applicants should register online with Grants.gov by **April 10, 2009**.  
All applications are due by 8:00 p.m. e.t. on **April 17, 2009**.  
(See "Deadline For Applications" on page 5)

## Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Number assigned to announcement OVW-2009-2124**

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# OVW Tribal Domestic Violence and Sexual Assault Coalitions Program

(CFDA 16.557)

## Overview

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

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 against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW 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 OVW Tribal Domestic Violence and Sexual Assault Coalitions Program**

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

These efforts to improve systemic and community responses to violence against Indian women began to multiply across the nation, developing into a movement for victims' rights in Indian country. 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. VAWA offered additional resources and training to Indian tribes to develop specific responses to end domestic violence, dating violence, sexual assault, and stalking.

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 the following between 1992 and 2001:

- Indians experienced a per capita rate of violence twice that of the United States resident population;
- Indians were more likely to be victims of assault and rape/sexual assault committed by a stranger or acquaintance than an intimate partner or family member; and
- Nearly 80% of Indian victims of rape/sexual assault described the offender as white.<sup>1</sup>
- Studies also indicate that Indian women suffer a disproportionate level of intimate partner violence and sexual assault.<sup>2</sup>

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<sup>1</sup> Perry, Steven W., *American Indians and Crime*, Washington, D.C., Bureau of Justice Statistics, December 2004, NCJ 203097.

Responding to this critical need, in Federal Fiscal Year 2001, Congress appropriated resources for the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to address the unique issues that confront Indian victims. The Tribal Domestic Violence and Sexual Assault Coalitions Program (Tribal Coalitions Program) provides much needed resources for organizing and supporting efforts to end violence against Indian women. The purpose of the Tribal Coalitions Program is to build the capacity of survivors, advocates, Indian women's organizations, and victim service providers 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 under the Tribal Coalitions Program has been set aside to provide technical assistance to tribal coalitions.

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

## **Deadline: Letter of Intent**

All applicants who intend to apply for FY 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **April 10, 2009**. Applicants may send the letter to OVW at [ovw.tribalcoalitions@usdoj.gov](mailto:ovw.tribalcoalitions@usdoj.gov). For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

## **Deadline: Registration**

The Grants.gov registration deadline is **April 10, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to [www.Grants.gov](http://www.Grants.gov). **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

## **Deadline: Application**

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on April 17, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **April 17, 2009**. See page 9 for further instructions on this.

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<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.

## Eligibility

**It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.**

By statute, eligible entities for this program are:

- established nonprofit, nongovernmental tribal coalitions addressing domestic violence and sexual assault against American Indian and Alaska Native women; or
- individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions that will: (a) obtain nonprofit status within twelve months from the beginning of the project period, and (b) have as their primary mission addressing domestic violence and/or sexual assault against American Indian and/or Alaska Native women.

**In Federal Fiscal Year 2009, OVW will only accept applications for continuation funding for the Tribal Coalitions Program from current grantees that are established nonprofit, nongovernmental tribal coalitions addressing domestic violence and/or sexual assault against American Indian and Alaska Native women and that did not receive a Tribal Coalition award in 2008**

Coalitions are not required to organize across a particular geographic area. Eligible applicants may include, but are not limited to, local and regional tribal coalitions. Moreover, eligible coalitions may choose to focus on domestic violence or sexual assault, or may develop an approach that addresses both crimes, which must be evident in the coalition's mission statement, proposed goals and objectives.

The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted, or persons who have experience working with Indian victims of domestic violence and/or sexual assault, must be evident in the development and implementation of any coalition funded under this program. Membership of the nonprofit, nongovernmental coalition should comprise domestic violence and/or sexual assault service providers or victim advocacy organizations, including faith-based and community organizations, that work tribally, statewide or regionally to institute systemic reform. In addition, coalitions can have broad-based representation, including elders and youth.

### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. 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 all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious

activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

*If the applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).*

Applicants are encouraged to review the Civil Rights Compliance section at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## **OVW Tribal Domestic Violence and Sexual Assault Coalitions Program-Specific Information**

### **Types of Applicants**

In Federal Fiscal Year 2009, OVW will accept applications for continuation funding for the Tribal Coalitions Program from current grantees that are established nonprofit, nongovernmental tribal coalitions addressing domestic violence and/or sexual assault against American Indian and Alaska Native women

**Current grantees** are established nonprofit, nongovernmental tribal coalition programs that have at least one active grant award from the Tribal Coalition grant program as identified. See Appendix A for a complete list of eligible applicants.

**NOTE: Current grantees who received an award from the Tribal Coalitions Program in 2008 are not eligible to apply for 2009 funding.**

**Tribal Governments are not eligible to apply for this funding and will not be considered.**

**Continuation or supplemental funding is not guaranteed. All applications will be subject to review.**

### **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.

### **Award Period**

The award period for these grants will be 24 months. **All budgets must reflect 24 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 24 months.**

## **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Tribal Coalitions Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

Requests for continuation funding must be reasonable. Due to limited funding, it is unlikely that OVW will make continuation awards in excess of \$595,000.

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

## **Program Scope**

A coalition is a group of individuals, victim service providers and/or organizations, including faith-based and community organizations, working together in a common effort, for a common purpose to make more effective and efficient use of resources. The common purpose of a tribal domestic violence and sexual assault coalition must be addressed in your application. You must describe how grant funds would: (1) support and develop the leadership of the tribal coalition to effect social change and systemic reform in response to violence against Indian women; (2) ensure the safety of Indian victims of domestic violence and/or sexual assault and promote the accountability of offenders.

The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted, or persons who have experience working with Indian victims of domestic violence and/or sexual assault, are critical to the successful development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions.

## Statutory Program Purposes

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

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

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

- Establishing the tribal coalition and maintaining an office and hiring staff (reasonable costs in connection with the establishment of an organization are allowable);
- Providing technical assistance to coalition members, programs, organizations, and service providers to support and develop their leadership in ending violence against Indian women;
- Expanding the capacity of coalitions;
- Developing or enhancing appropriate standards of services for 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 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; and

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

#### Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

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

#### Unallowable Activities

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

- Lobbying;
- Fundraising;
- Research projects;
- Addressing child abuse outside the context of domestic violence and/or sexual assault; and
- Physical modifications to building, including minor renovations.

## **Special Tribal Sexual Assault Coalition Program**

In the Violence Against Women Act of 2005, Congress authorized funding specifically designed to support the work of tribal sexual assault coalitions (42 U.S.C. § 14043g(d)(3)(A)). In FY 2009, OVW plans to use this funding to make one award to a tribal coalition to provide training to enhance the capacity of tribal law enforcement to respond to sexual assault in Indian Country. Applicants interested in this special project should submit a separate grant proposal. Any established tribal sexual assault coalition may apply for this funding, regardless of whether it received a FY 2008 Tribal Coalitions Program award. The successful applicant also must have demonstrated expertise working with victims of sexual assault and must propose to partner with an organization with demonstrated expertise investigating sexual assault cases in Indian Country.

The proposed project should not include any activities that may compromise victim safety or unallowable activities as outlined above.



### 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.

### Award Period

The award period for these grants will be 24 months. **All budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

### Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Tribal Coalitions Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

Requests for funding must be reasonable. Due to limited funding, it is unlikely that OVW will make an award in excess of \$180,000.

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

## **Performance Measures**

To assist in fulfilling DOJ’s responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b><i>Objective</i></b>	<b><i>Performance Measures</i></b>	<b><i>Data Grantee Provides</i></b>
Strengthen partnerships for safer communities and enhance the Nation’s capacity to prevent, solve, and control crime.	1) The number of member programs belonging to the coalition;  2) The number of staff in the coalition.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vaw/amei/formtrib.htm">http://muskie.usm.maine.edu/vaw/amei/formtrib.htm</a> for a sample form.

## **How to Apply**

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative – Grants.gov – is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

### **Grants.gov Instructions**

Complete instructions can be found at [www.Grants.gov](http://www.Grants.gov). Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments.** GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by April 17, 2009** to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Tribal Domestic Violence and Sexual Assault Coalitions Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

### **CFDA Number**

The Catalog of Federal Domestic Assistance number for this program is 16.557, titled "Tribal Domestic Violence and Sexual Assault Coalitions Program," and the funding opportunity number is OVW-2009-2124.

### **A DUNS number is required**

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [https://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*TopNav\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab). Individuals are exempt from this requirement.

## What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Program Narrative (Items D through G below)

### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.557 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select “other.”

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

**OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560)** All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

### **Narrative (Total 65 Points)**

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items D through G below) may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact.
- A list of other Federal grant programs from which the applicant currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount;
- Which Tribal Coalition Program purpose area(s) are addressed by this proposal;
- The name of each Federally-recognized Indian tribe(s) that will be served by the proposed project; and
- List name, title, and tribal affiliation (if applicable), and length of time on board for each tribal coalition board member.

B. Abstract/Proposal Summary

The proposal 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 concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

C. Status of the Current Project

**All applicants for continuation funding need to complete this section.**

**Applications that do not meet the criteria below may receive a deduction in points.**

This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Tribal Coalitions Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of April 10, 2009, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

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

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the

current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with Tribal Coalition Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

**Note: applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.**

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan; and
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts.

E. What Will Be Done (20 points)

This section should briefly:

- Identify the project goals and objectives of the proposed project. You should also provide details about the specific tasks and activities that would be necessary to accomplish each goal and objective, including a time-line and a description of the responsible individuals and agencies;
- Identify how the project goals and objectives affect systemic and community responses to violence against American Indian and Alaska Native women;

- Identify how the project goals and objectives build the capacity of survivors, advocates, Indian women's organizations, and victim service providers to advance the goal of ending violence against American Indian and Alaska Native women;
- Identify your current staffing needs, including job descriptions and responsibilities of current key staff conducting and managing the proposed project;
- Outline the specific technical assistance and training needs of the coalition; and
- Identify any products that will be created with grant funding (such as brochures, posters, public education material, newsletters, specific training material, audio-visual materials, etc.) and describe how the products would benefit the proposed project communities.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

F. Who Will Implement the Project (30 points)

All applicants must identify those persons in leadership positions within the coalition (or points of contact). Include resumes or a summary describing their experience effecting systemic reform in response to violence against American Indian and Alaska Native women and working with victims of domestic violence and/or sexual assault.

Please briefly describe the following:

- The name of each agency, organization, or independent consultant that will be involved with implementing the project;
- The names and titles of key individuals from each agency or organization who will be involved with developing and implementing the proposed project;
- Each individual's knowledge of, or experience in, addressing domestic violence, dating violence, sexual assault, or stalking; and
- Include position descriptions or *curriculum vitae* for all staff currently funded under your existing Tribal Coalition award as an attachment to the hard copy of your application. You should also include a position description for any new position that will be created with grant funding. Position descriptions should also be submitted as an attachment to the hard copy of your application.
- Leadership and expertise of American Indian and Alaska Native women survivors who have been involved in the development and implementation of this project.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Tribal Coalition Program were no longer available.

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

**Budget Detail Worksheet and Narrative (Total 15 Points)**

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. 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 cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

### **Budget Caps**

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 organizations may apply, it is unlikely that OVW will make continuation awards in excess of \$595,000 due to limited funding availability.

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

### **Budget Requirements**

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% 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 victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$20,000 (\$25,000 for Alaska applicants to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “Travel” category; if the attendee is a partner of the

applicant, the amount should be included in the “*Consultants/Contracts*” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include 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 funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/training/fmts.htm>.
- **Applicants may budget for providing direct services or assistance to victims of domestic violence, sexual assault, dating violence or stalking, however, no more than 15 percent of the total budget may be used to support these activities.**

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

### **Letter(s) of Support (Total 20 points)**

Applicants must include a letter(s) from tribal community members to be served, or from existing tribal domestic violence or sexual assault victim advocacy programs or organizations describing their involvement with the development and/or implementation of the proposed project.

- If submitting a letter(s) from an existing tribal coalition program or nonprofit organization, it must contain all original signatures for each authorized person, be on organizational letterhead and be dated. Signatories should be sure to include their titles and organizations under their signatures.
- If submitting a letter(s) from an individual tribal community member(s) the name, address, and phone number must be typed or clearly printed and the letter(s) must contain all original signatures for each individual and be dated.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW’s Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

### **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire.



The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

### **Indirect Cost Rate Agreement**

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

### **Other Information**

- Provide a current Certificate of Good Standing to OVW from the state or tribe where the tribal coalition is incorporated (dated in 2009).
- Provide a copy of any updated policies, procedures, and/or bylaws to OVW if changes have been made to these documents within the past six months.
- Provide a copy of your strategic plan to OVW if you have conducted a strategic planning session within the past six months.

## **Selection Criteria**

The application will be evaluated based on the criteria set out in the "What An Application Must Include Section" on page 11.

All applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing applications, reviewers will evaluate the "Program Narrative" sections as a whole and the "Letter(s) of Support" separately.

## **Review Process**

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.**

Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all statutory eligibility criteria are met (see page 5);
- Whether the application proposes significant activities that may compromise victim safety (see page 8); and
- Whether the proposed budget is within the established limits (see page 15).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See pages 11-13 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

OVW is committed to ensuring a competitive and standardized process for awarding grants. Internal Peer Reviewers will be reviewing the applications submitted under this solicitation. An internal reviewer is an expert on the program requirements and statutory purposes of OVW grant programs, who is a Federal government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, funding availability, and policy priorities when making awards.

## **Additional Requirements**

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm). References to OJP and its components are deemed to refer to the OVW, as applicable.

## OVW Application Checklist

**Applicants must submit a fully executed application to OVW via overnight delivery,** including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as "narrative.txt."

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of non-supplanting;
- Letter(s) of Support;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable);
- Position Descriptions and resumes; and
- Provide a current Certificate of Good Standing to OVW from the state or tribe where the tribal coalition is incorporated (dated in 2009).

Detailed instructions on how to use the Grants.gov system to submit applications online are available at [www.Grants.gov](http://www.Grants.gov). Also, a toll-free telephone number has been established for applicants to receive technical assistance as they work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by April 17, 2009** to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Tribal Domestic Violence and Sexual Assault Coalitions Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

## APPENDIX A

**Table 1: FY 2005 Tribal Domestic Violence and Sexual Assault Coalitions Program Grantees**

The following organizations have Tribal Domestic Violence and Sexual Assault Coalitions Program awards that are either still active, or for which the award period has not yet ended within the past 12 months. Each organization included on this list is considered to be a **current grantee** and is eligible to apply for funding from the FY 2009 Tribal Domestic Violence and Sexual Assault Coalitions Grant Program.

STATE	
California	Stronghearted Native Women's Coalition
New Mexico	We Asdzani Coalition

**Table 2: FY 2006 Tribal Domestic Violence and Sexual Assault Coalitions Program Grantees**

The following organizations have a Tribal Domestic Violence and Sexual Assault Coalitions Program award that is either still active, or the award period has not yet ended within the past 12 months. Each organization included on this list is considered to be a **current grantee** and is eligible to apply for funding from the FY 2009 Tribal Domestic Violence and Sexual Assault Coalitions Grant Program.

STATE	NAME OF GRANTEE
Minnesota	Mending the Sacred Hoop
Montana	Montana Native Women's Coalition

**Table 3: FY 2007 Tribal Domestic Violence and Sexual Assault Coalitions Program Grantees**

The following organizations have a Tribal Domestic Violence and Sexual Assault Coalitions Program award that is either still active, or the award period has not yet ended within the past 12 months. Each organization included on this list is considered to be a **current grantee** and is eligible to apply for funding from the FY 2009 Tribal Domestic Violence and Sexual Assault Coalitions Grant Program.

STATE	
Alaska	Alaska Native Women's Coalition
Arizona	Southwest Indigenous Women's Coalition
California	Stronghearted Native Women's Coalition
Colorado	Our Sister's Keeper
Michigan	Uniting Three Fires Against Violence Coalition
Minnesota	Community Resources, Inc.
New Mexico	Coalition to Stop Violence Against Native Women
North Dakota	First Nations Women's Alliance