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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 Grants to Indian Tribal Governments and Sexual Assault Services Program. This program furthers the Department of Justice's mission by improving the ability of Indian tribal governments to respond to crimes of violence committed against Alaska Native and American Indian women.

**\*\*\*REVISED\*\*\***

**(See "Review Process," page 25 for details)**

# **OVW FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program**

## **Eligibility**

Applicants are limited to Federally recognized Indian Tribal Governments.  
(See "Eligibility," pages 5-7)

## **Deadline**

Letters of intent to apply should be submitted by **February 24, 2009**.  
All applicants should register online with Grants.gov by **February 24, 2009**.  
All applications are due by 8:00 p.m. e.t. on **March 3, 2009**.  
(See "Deadline For Applications," page 5 )

## **Pre-Application Workshops**

**Jan. 27- 29, 2009:** Albuquerque, NM

**Feb. 3- 5, 2009:** Sacramento, CA

**Feb. 10- 12, 2009:** Anchorage, AK

(See pages 4-5 for information on how to register to participate in one of the workshops.)

## **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-2009-2035.**

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# **OVW Grants to Indian Tribal Governments and Sexual Assault Services Program (CFDA 16.587)**

## **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 Grants to Indian Tribal Governments and Sexual Assault Services Program**

Many studies have shown that Alaska Native and American Indian women are more likely to experience sexual assault and domestic violence than are women from other racial or ethnic groups. Violence committed against Alaska Native and American Indian women can be deadly. From 1979-1992, homicide was the third leading cause of death for Indian women age 15 to 34. About 75% of these women were killed by a family member or someone that they knew.<sup>1</sup>

Indian tribal governments may not have the resources in place to address violence committed against Indian women as a criminal offense. Tribes may not have police officers, prosecutors, courts, or judges. Tribes that do have police officers, prosecutors, courts, and judges may need training on the special needs of women who are the victims of domestic violence, dating violence, sexual assault, and stalking. They may also need training on how they can hold offenders responsible for their violent behavior. Indian women who are victims of domestic violence, dating violence, sexual assault, or stalking may need help with locating emergency shelter and transitional or temporary housing. The children of victims may also need counseling to deal with the violence that they have witnessed. Tribes may lack the resources to provide assistance to victims and their children.

The Grants to Indian Tribal Governments Program (Tribal Governments Program) was created in Title IX of the Violence Against Women Act of 2005. The Tribal Governments Program is designed to fulfill the three goals of Title IX: (1) to decrease the number of violent crimes committed against Indian women; (2) to help Indian tribes use their independent authority to respond to crimes of violence against Indian women; and (3) to make sure that people who commit violent crimes against Indian women are held responsible for their actions.<sup>2</sup> The Violence Against Women Act of 2005 also created a new grant program specifically designed to address the needs of Indian women who are victims of sexual assault. The purpose of the Tribal Sexual Assault Services Program is to help tribes establish, maintain, and expand programs and projects to directly assist victims of sexual assault.<sup>3</sup>

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<sup>1</sup> Pub. L. No. 109-162, Title IX, § 901 (codified at 18 U.S.C. §3796gg-10)

<sup>2</sup> Pub. L. No. 109-162, Title IX, § 902 (codified at 18 U.S.C. §3796gg-10)

<sup>3</sup> 42 U.S.C. §. 14043g(e)(1)

OVW made its first awards under the Tribal Governments Program in Federal Fiscal Year 2007, but did not receive appropriated funds from Congress to make grant awards under the Tribal Sexual Assault Services Program until Federal Fiscal Year 2008. Starting with Federal Fiscal Year 2009, OVW will combine consideration of eligible tribal government applicants for both types of funding, as appropriate, under a single solicitation for the Grants to Indian Tribal Governments and Sexual Assault Services Program (Tribal Governments Program). The new combined solicitation will streamline access to OVW grant funding for tribes and will also increase the level of resources that tribal communities can use to combat the sexual assault of Indian women.

## **Deadline: Letter of Intent**

If you intend to apply for Federal Fiscal Year 2009 funding under this program, you are encouraged to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** (Please see the Sample Letter of Intent in Appendix A of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program*.) The letter should be submitted to OVW by **February 24, 2009**. You may send the letter to OVW at [OVW.VAIW@usdoj.gov](mailto:OVW.VAIW@usdoj.gov). OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

## **Deadline: Registration**

The Grants.gov registration deadline is **February 24, 2009**. You need to register with Grants.gov only once. OVW strongly encourages you to start the registration process as early as possible. It may take 3-5 business days to have your registration validated and to receive a password if this is your first time registering. If your registration is delayed, you may not be able to submit your application online by the due date. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) obtain permission to act as an Authorized Organization Representative (AOR) in your organization, and 3) register yourself as an (AOR). For more information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

## **Pre-Application Workshops**

This year OVW has partnered with ACKCO, Incorporated (ACKCO) to host a series of four free regional pre-application workshops for the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program. The workshops are designed to provide potential applicants to the program with a comprehensive overview of the grant program requirements and application process. The workshops will also increase the capacity of individual tribal governments to successfully prepare a competitive application for the Tribal Governments and Sexual Assault Services Program.

**Workshop Cost:** The workshops are being offered free of charge to Indian tribal governments. Workshop participants are responsible for paying their own travel cost to attend the workshops. Indian tribal governments that currently receive OVW grant funding may use their travel funds to cover the cost of sending one representative to one of the workshops.

There are a limited number of travel scholarships available for each workshop. Travel scholarships will be awarded to Indian tribal governments that do not currently receive OVW grant funding on a first come, first served basis.

Contact Kathleen Telmont at ACKCO at either (800) 525-2859, Ext. 153, or [kathleen.telmont@ackco.com](mailto:kathleen.telmont@ackco.com) for more information on how to obtain a scholarship for one of the workshops.

**Workshop Schedule:** The dates and locations for the workshops are as follows:

**Jan. 27-29, 2009:** Albuquerque, NM

**Feb. 3-5, 2009:** Denver, CO

**Feb. 10-12, 2009:** Anchorage, AK

**NOTE:** Participation in the workshop is limited to individuals who are employed by either an individual Indian tribal government or a consortium of Indian tribal governments. If your tribe has hired, or will hire, a consultant to prepare a grant application on its behalf, OVW will accept the consultant's registration only if it is supported by a letter on official letterhead signed by a tribal official. Professional grant writers who have not been hired by an individual tribal government or a tribal consortium will not be allowed to register or attend one of the workshops.

**Registration Instructions:** Indian tribal governments that are interested in attending one of the grant-writing workshops should contact ACKCO using the information supplied above.

Enrollment in the workshops is limited to one representative per tribe, and each workshop can accommodate no more than 50 participants. You are encouraged to contact ACKCO as soon as possible to reserve a space in the workshop of your choice.

## **Deadline: Application**

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on March 3, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **March 3, 2009**. See pages 9-10 of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for detailed instructions on this requirement.

## **Eligibility**

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

Eligible applicants for the Grants to Indian Tribal Governments and Sexual Assault Services Program are limited to ***Federally recognized Indian Tribes***. Federally-recognized Indian tribes have three options when preparing an application under this program:

- An individual Federally-recognized Indian tribe can submit its own application; or
- An individual Federally-recognized Indian tribe can identify an agency or organization to apply for funds on its behalf as the tribe's **authorized designee**; or
- Two or more Federally-recognized Indian tribes can submit an application as **a tribal consortium**.

Applications from the authorized designee of a Federally recognized Indian tribe or from a tribal consortium must include a resolution from the tribal communities that will be served by the proposed project. (Please see Appendix E of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for more information about tribal resolutions.)

An application received from an individual Federally recognized Indian tribe, an authorized designee of a Federally recognized Indian tribe, or a tribal consortium, must also satisfy two other requirements in order to be eligible for Tribal Governments and Sexual Assault Services Program funding:

**(1) Program Scope**

You must submit a proposal that includes at least one of the activities that is listed on page 8 of this solicitation. Your application cannot be considered for funding unless it includes at least one of the activities from the list.

**(2) Collaboration Requirement**

You must show that your proposed project will be implemented with help from a specific organization or group of people that have experience in helping victims of domestic violence, dating violence, sexual assault, or stalking. (Please see pages 11-13 of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for more detailed information.) There are three ways to satisfy this requirement:

- Implementing your project with help from a **nonprofit, nongovernmental Indian victim services provider organization**, including faith-based and other community organizations, in the tribal or local community, such as a domestic violence shelter program or a rape crisis center; or
- Implementing your project with help from a **nonprofit, nongovernmental tribal domestic violence or sexual assault coalition**, including faith-based and other community coalitions, if there is one in your community; or
- Implementing your project with help from an **advisory committee** made up of women from the tribal community that will be served by the proposed project.

Each eligible applicant must submit a **Letter of Support** from its required collaborative partner. More details about the contents of the letter and how it will be evaluated can be found on pages 20-21 of this solicitation. (Please see Appendix D of the *A Guide to Understanding the FY 2008 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a sample Letter of Support.)

Some applicants may be qualified to submit a letter of exemption from the collaboration requirement. If you are a **nonprofit, nongovernmental Indian victim services organization**, or a **nonprofit tribal domestic violence or sexual assault coalition** that is acting as the

authorized designee of a tribe, then you must submit a **Letter of Exemption** instead of a Letter of Support. See pages 21-22 of this solicitation for details about the content of the letter and how it will be evaluated. (Please see Appendix D of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a sample Letter of Exemption.)

### **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).

**(Please see Appendix A for more information on faith-based and community organizations.)**

## **OVW Grants to Indian Tribal Governments and Sexual Assault Services Program—Specific Information**

### **What Type of Applicant is My Tribe?**

There are two types of applicants for the Tribal Governments and Sexual Assault Services Program:

New Applicants: A tribe, tribal consortium, or authorized designee that has never before received funding from OVW, or a tribe or organization that has received OVW grant funding in the past, but that does not currently have an active OVW grant award.

Current Grantees: Any tribe or organization that currently has at least one active grant award from any OVW grant program **may** be eligible to submit an application for continuation funding. For purposes of the FY 2009 Tribal Governments Program, there are three types of current grantees:

- FY 2007 Tribal Governments Program Grantees: Current grantees who received an FY 2007 Tribal Governments Program award can apply for FY 2009 Tribal Governments Program funding. However, a FY 2007 OVW award recipient can only apply for FY 2009 Tribal Governments Program funding to support activities that are different and distinct from the activities supported by their FY 2007 grant award. See Appendix B for details.
- FY 2008 Tribal Governments Program Grantees: Are generally prohibited from applying for FY 2009 Tribal Governments Program funding. Exceptions will be made for: (1) FY 2006 STOP Violence Against Indian Women Program grantees that received FY 2007 Tribal Governments Program funding, and (2) FY 2008 Tribal Governments Program grantees that received a 12- month grant award. See Appendix B for details.
- STOP Violence Against Indian Women Program Grantees: Please see Appendix B for a list of current STOP Violence Against Indian Women Program grantees that are eligible to apply for FY 2009 Tribal Governments Program funding.
- Other OVW Tribal Grantees: If your tribe currently receives a grant award from an OVW grant program other than the STOP Violence Against Indian Women Program or the Tribal Governments Program, you **may** be eligible to apply for FY 2009 Tribal Governments Program funding to continue or enhance your current grant-funded activities. See Appendix B for details.

Current grantees are encouraged to contact the Tribal Unit at OVW if they have questions about their eligibility to apply for FY 2009 Tribal Governments Program funding.

### **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 36 months. **All budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

### **Award Amounts**

New applicants may apply for grant awards of up to \$450,000. Current grantees are encouraged to carefully consider the amount of funding that is necessary to continue or enhance their current OVW-funded projects. Requests for continuation funding must be reasonable. Due to limited funding, it is unlikely that OVW will make continuation awards in excess of \$900,000.

**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**

In order to receive funding, your tribe, tribal consortium, or authorized designee must propose to do at least one of the activities listed below. You do not have to propose more than one of the



activities, but you can if you feel that you can accomplish more than one activity during the award period.

OVW staff will read each application as part of the **internal review** process. If your application proposes an activity that is not on the list at all, or if your application proposes an activity that is only partially on the list, then up to 25 points may be deducted from the final score for your application. If your application does not propose any of the activities on the list then it will be removed from funding consideration.

### **Statutory Program Purposes**

Tribal governments can use Tribal Governments and Sexual Services Program funds to do the following:

- Establish, maintain, and expand programs and projects to assist victims of sexual assault by providing intervention, advocacy, accompaniment, support services and related assistance.
- Develop and enhance effective plans for the tribal government to reduce violent crimes against Indian women and help keep them safe. The plans to reduce the violence and keep Indian women safe can be based on tribal law and customs.
- Increase the ability of the tribal government to respond to domestic violence, dating violence, sexual assault, and stalking committed against Indian women.
- Strengthen the tribal criminal justice system's ability to get involved with stopping violence against Indian women. This may include improving the ability of tribal law enforcement officers, prosecutors, judges and other court staff, probation officers, and the staff at tribal jails to become involved in stopping violence against Indian women.
- Improve services that are available to help Indian women who are victims of domestic violence, dating violence, sexual assault, and stalking.
- Work with the community to create education and prevention campaigns that are designed to inform members of the tribal community about domestic violence, dating violence, sexual assault, and stalking programs, and that also increase the community's awareness about the needs of children who have witnessed domestic violence.
- Provide supervised visitation and safe exchange programs that allow children to visit with their **non-custodial parent** in cases where one parent has committed an act of domestic violence, sexual assault, or stalking against the other. In cases where the court has ordered that the non-custodial parent have supervised visitation with the child, the program should create a place where that parent can have a supervised visit with the child. If the court has not ordered supervised visitation, then the program should offer a safe, neutral place for the non-custodial parent of the child to pick the child up and return the child for unsupervised visitation. A supervised visitation and safe exchange program must have appropriate security measures, policies, and procedures so that victims and their children are safe.
- Provide transitional housing assistance for victims of domestic violence, dating violence, sexual assault, or stalking. The assistance provided to victims may include money for rent, utilities, a security deposit, or other minor costs related to moving into transitional housing. A

transitional housing assistance program may also offer victims support and services necessary to help the victim locate and secure permanent housing.

- Provide legal advice and representation to victims of domestic violence, dating violence, sexual assault, or stalking who need assistance with legal issues that are caused by the abuse that they have suffered. The legal assistance should be provided at minimal or no cost to the victim.

For specific examples of what types of activities may be funded under each of the program purpose areas, please see pages 18-21 of the *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program*.

### **Program Priority Area: Increasing Services to Victims of Sexual Assault**

According to a December 2004 study by the Bureau of Justice Statistics, American Indian women are twice as likely to experience sexual assault crimes compared to women of all other races.<sup>4</sup> Many tribal governments do not have employees who have received special training on how to advocate on behalf of sexual assault victims, and very few offer counseling or support to victims of sexual assault. The availability of specially trained staff who understand the unique needs of victims of sexual assault can encourage more victims of sexual assault to seek services. (See pages 6-8 of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for more information.)

OVW is committed to expanding the availability of direct services and advocacy to victims of sexual assault. All applicants for FY 2009 Tribal Governments Program funding are strongly encouraged to consider requesting funding to hire a victim advocate to provide direct services to victims of sexual assault. Applicants who submit applications that include requests for funding to hire dedicated staff to provide culturally appropriate and confidential advocacy and support to victims of sexual assault will receive the highest priority for funding.

OVW also recognizes that hiring dedicated victim services staff is only part of the solution to the problem of sexual assault in Indian communities. Tribal governments also need to increase their capacity to address sexual assault in a meaningful way. OVW also encourages all applicants to consider including one or more of the following activities in their applications for funding:

- Training for tribal victim advocates, law enforcement, prosecutors, judges and other tribal government personnel on how to appropriately respond to sexual assault.
- Sexual Assault Forensic Nurse Examiner (SANE) certification training for nurses or other medical professionals.
- Developing sexual assault response protocols for law enforcement, prosecutors, victim advocates, and health care facilities.

### **Activities that May Compromise Victim Safety**

The following is a list of activities that have been found either to decrease victim safety or to allow offenders to escape responsibility for their actions. (Please see pages 22-25 of *A Guide to Understanding the FY 2008 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a detailed explanation about why these specific activities have been prohibited). OVW strongly encourages you not to include these activities in your application for funding:

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<sup>4</sup> Steven Perry, *American Indians and Crime*, Bureau of Justice Statistics, December 2004, NCJ 203097.

- Offering criminal defendants who have been charged with crimes related to domestic violence, dating violence, sexual assault or stalking the option to avoid prosecution by agreeing to participate in another type of program (such as a drug court), or agreeing not to commit another crime for a specific period of time;
- Ordering victims and offenders to attend mandatory couples counseling or mediation;
- Operating domestic violence batterer intervention programs that are not court-ordered or court-monitored;
- Operating anger management classes instead of batterer intervention programs;
- Using procedures that would force victims of domestic violence, dating violence, sexual assault, or stalking to testify against their abusers;
- Requiring victims of domestic violence, dating violence, sexual assault, or stalking to file for a protection order or file criminal charges against their abuser as a condition for receiving services;
- Using practices or procedures that fail to protect the confidentiality of victims; and
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence.

OVW staff will read each application as part of the internal review process. Other experts will also read the applications as part of the external peer review process. If OVW or one of the peer review experts concludes that your application contains one or more activities that might compromise victim safety, then you may receive a reduction in the overall score for your application.

### **Unallowable Activities**

There are some activities that Tribal Governments Program funds may not be used to support. The following activities are prohibited:

- Lobbying or 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 (at any level of Federal, state, local or tribal government);
- Fundraising;
- Research projects;
- Investigating, prosecuting, or providing services for child victims of rape, sexual assault, or stalking that are not related to a domestic violence incident; and
- Making physical modifications to a building, including minor renovations.

You will be asked to remove any activities that are on either of the lists above from your application if it is selected for funding.

## **Performance Measures**

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

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<b>1)</b> The number and percentage of arrests relative to the number of police responses to domestic violence incidents; <b>2)</b> The number of tribes receiving grant funding; and <b>3)</b> The number of victims receiving requested services.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/formtribgovt.htm">http://muskie.usm.maine.edu/vawamei/formtribgovt.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—[www.Grants.gov](http://www.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.** Once your application has been submitted in Grants.gov, it will be down-loaded into GMS for review. 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".

### Overnight Mail Instructions

In addition to submitting the application online at [www.grants.gov](http://www.grants.gov), you must submit a hard copy of the application by overnight delivery. The hard copy of the application must contain all of the signed original documents including the signed Assurances and Certifications. The hard copy must be post-marked by **March 3, 2009**. The hard copy should be delivered to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Grants to Indian Tribal Governments and Sexual Assault Services Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
Phone: (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 16.587 titled "Grants to Indian Tribal Governments Discretionary Grants Program," and the funding opportunity number is **OVW-2009-2035**.

#### **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 <http://www.dunandbradstreet.com>.

## **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 the application from 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.

Your application must follow certain formatting requirements. Your application must meet the following requirements:

- Double spaced
- 8 1/2 x 11 inch paper
- One inch margins all around
- Font size must be at least 12 point, preferably Times New Roman font
- The Summary Data Sheet and the Abstract cannot be more than one page
- The Status of the Current Project section cannot be more than 5-12 pages
- The total Project Narrative (Items D-G below) cannot be more than 25 pages

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

You will fill out the SF-424 online through Grants.gov. You must print out a copy of this form and include it in the hard copy of your application that will be sent via overnight delivery to Lockheed Martin Corporation.

The Catalog of Federal Domestic Assistance Number for the Grants to Indian Tribal Governments and Sexual Assault Services Program is 16.587. Please add this number to block # 10 on the SF-424. In box #7, please do not check "Other." Please also be sure that the amount of Federal funding requested on the SF-424 matches the amount of Federal funding requested in your budget.

It is your responsibility to make sure that the information for the **authorizing official** and the alternate point of contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of your tribe or organization. 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)**

Please carefully review the assurances and certification forms online at Grants.gov. You will not be able to submit your application online if you do not agree to **all** of the assurances and certifications. These forms will be considered to have been submitted when you submit your application online through Grants.gov. Please print these forms and include them in the hard copy of your application.

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

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

There are seven parts to the Project Narrative. The seven parts should be submitted as one single document through Grants.gov and in the hard copy of your application that you will submit by overnight delivery. The seven parts of the Project Narrative are as follows:

A. Summary Data Sheet (No more than one page and single-spaced)

Please identify the following:

- The name of the tribe or organization that has submitted the application.
- Whether or not the application is from a **new applicant** or a **current grantee**.
- Name, title, address, phone number, and e-mail address for the authorized official.
- Name, title, address, phone number, and e-mail address for the individual who will serve as the primary point of contact for this grant application.
- The name of each Federally recognized Indian tribe that will be served by the proposed project.
- The name of the applicant's nonprofit partner organization.
- The total population of the community or communities that will be served by the project.

- Whether or not the application addresses the FY 2009 Tribal Governments Program Priority Area (see page 10 of this solicitation for details).
- The total amount of Federal funding requested in the budget.
- A list of other Federal grant programs from which your tribe or organization currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for continuation funding must provide the award number and total award amount for their current OVW grant award, and must also provide the unobligated balance of funds as of the date of the application;
- If your tribe or organization receives funding from another OVW grant program for which you are not requesting continuation funding, you must still provide the award number, total award amount, and unobligated balance of funds as of the date of the application for each of your current OVW grant awards; and
- Under Federal law, the authorized official who signs the application may not be a Federal employee.

B. Abstract/Proposal Summary (No more than one page)

The Abstract/Proposal Summary should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section.

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

C. Status of the Current Project

**This section should be completed only if you are a *current grantee*. This section will be read and evaluated by OVW staff only. Current grantees that do not include this section will receive a 25- point deduction from the final score for their application. Current grantees may also lose up to 25 points from their final score if they do not satisfy the evaluation criteria in this section.**

This section does not count toward the 25 pages that are allowed for the Narrative. The page limitations for this section are as follows:

**Continuation Funding for One OVW Grant Award:** If you are seeking continuation funding for only one current OVW grant award, then you must limit this section to no more than five (5) pages total.

**Continuation Funding for More than One OVW Grant Award:** If you are seeking continuation funding for more than one OVW grant award, then you must provide the following information for each individual grant award. You must limit the information presented to no more than four (4) pages for each grant award.

Current grantees should use this section to state what has been done with previous OVW grant award funding, including the following information:

- A list of the grant award number(s) for each previous OVW grant award for which you are seeking continuation funding;
- A list of the goals and objectives from each of your previous OVW grant award(s) and a statement about whether or not each of those goals and objectives has been accomplished;
- A list of products that were to be developed with your previous OVW grant award(s) and a statement about whether or not the products have been finished;
- A statement about any unexpected problems that prevented you from finishing your goals and objectives or finishing your products; and
- A statement about the total amount of unobligated Federal funds that remain on your grant award(s) as of **March 3, 2009**, as well as the total remaining in the following three budget categories: (1) Personnel, (2) Fringe Benefits, and (3) Travel. You must include a timeline of when you expect to finish spending the balance. You must also state whether or not you think that you will need additional time to finish spending the funds.
- 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 to the point as possible.

**Additionally, current projects will be rated by OVW to determine whether or not your tribe, tribal consortium, or authorized designee:**

- Submitted progress reports that show that the current project has been effective. The review will look at whether or not your tribe or organization has made progress towards meeting the goals and objectives of its previous award, and whether or not the project has progressed according to the timeline in its original grant application. OVW will also consider information obtained from a monitoring visit if OVW conducted an on-site monitoring visit with your tribe or organization during the award period;
- Used grant funds to pay for activities or expenses that are not allowable;
- Satisfied all of the special conditions of its current grant award agreement;
- Submitted all of its required financial and programmatic reports on time;
- Shown a commitment to continuing to pay for its existing project if the tribe or organization does not receive any more Federal funds to pay for it;
- Attended all of the mandatory training conferences that are required by the special conditions of its grant award(s);
- Received final approval on the budgets for each of its United States Department of Justice grant awards;
- Whether the grantee has closed prior OVW grant awards in a timely manner;
- Submitted its required OMB Circular A-133 audit to the Federal Audit Clearinghouse on time (if applicable); and
- Spent the funds from its grant award(s) in a timely manner.

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



Your tribe, tribal consortium, or authorized designee **may not** be considered for Tribal Governments and Sexual Assault Services Program funding if it has not:

- Met the grant deadlines of each of its current OVW grant awards;
- Made progress with expending the funds from its current OVW grant awards;
- Complied with Office of Justice Programs' financial requirements;
- Complied with each of the special conditions of any previous OVW grant award;
- Submitted its required A-133 Audit to the Federal Audit Clearinghouse on time (if applicable); or
- Resolved all audit findings from an Office of the Chief Financial Officer monitoring visit, or an audit conducted by the United States Department of Justice's Office of the Inspector General.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the service area of the community in which the project would be implemented, including geographic location, total population, and other relevant demographic information;
- Explain the specific problems that your tribe faces with respect to domestic violence, dating violence, sexual assault, or stalking. Please include current statistics on the incidence of domestic violence, dating violence, sexual assault, or stalking in the community if they are available;
- Identify the total number of calls for assistance for domestic violence, dating violence, sexual assault and stalking that your law enforcement agency received in the previous 12 months if you plan to request salary and fringe benefits for law enforcement officers;
- Describe current or previous efforts to address domestic violence, dating violence, sexual assault, or stalking in the community and whether or not they were effective;
- Describe current gaps in services for victims of domestic violence, dating violence, sexual assault, or stalking in the community that will be served; and
- Describe the specific problem(s) related to addressing domestic violence, dating violence, sexual assault, or stalking that will be addressed through this grant application.

E. What Will Be Done (40 points)

This section should provide detailed information about how you will address the problems that were identified in the Purpose of the Application section. In the What Will Be Done section, you should briefly:

- Identify the 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;
- Provide a detailed timeline for the completion of the goals and objectives; and
- Identify any products that will be created with grant funding (such as, brochures, posters, Web sites, training curricula, etc.), and describe how the products could benefit other jurisdictions.

If you are proposing to use grant funds to pay for technology (such as security systems, GPS monitoring devices, hotlines, and databases) to assist you with addressing violence

against women, you should explain how you plan to address any victim safety concerns that may arise from the use of the technology, such as protecting victim confidentiality, helping victims create safety plans, and seeking informed consent from victims and offenders.

F. Who Will Implement the Project (10 points)

In this section, you should clearly identify each agency or organization that will be involved with developing and implementing the proposed project. 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
- The title of any new position(s) that will be created to staff the project. Please identify the agency or organization where the new staff person will work and describe the position's duties and responsibilities.

**You should submit copies of resumes and position descriptions for each position that will be supported by grant funds. These documents should be submitted as part of the attachments for the application.**

G. Sustainability Plan (5 points)

The Tribal Governments Program is a competitive award program. You are not guaranteed to receive continuation funding for your project in the future if you are selected to receive an award in Federal Fiscal Year 2009. You must include a plan in your application that explains how the tribe will pay for the program if it does not receive any future funding from the Grants to Indian Tribal Governments and Sexual Assault Services Program. The plan must include sound strategies for preserving the project on a long-term basis, and in it you must demonstrate that you have the capacity and the commitment to sustaining the project on a long-term basis.

The plan will be scored based on whether it includes reasonable and realistic plans to continue to pay for the project in the future. **Continuation or supplemental funding is not guaranteed; 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 clearly show how each item of cost was calculated. It should cover the cost of all components of the project. There must be a clear link between the activities proposed in the Project Narrative and the items included in the budget section. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the Project Narrative.

You must fairly compensate each agency, organization, or independent consultant that will be working on the project. This means that you must pay them for their time spent working on the project, and pay for their travel costs if they must travel to work on the project. **The budget must include compensation for all services provided by project partners, including nonprofit, nongovernmental Indian victim services programs and tribal domestic violence or sexual assault coalitions.**

### **Budget Limits**

New applicants may apply for grant awards of up to \$450,000. Current grantees are encouraged to carefully consider the amount of funding that is necessary to continue or enhance their current OVW-funded projects. Requests for continuation funding must be reasonable. Due to limited funding, it is unlikely that OVW will make continuation awards in excess of \$900,000.

**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.**

### **Budget Requirements**

The following is a short list of budgetary guidelines:

- You are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- You **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- You **may not** use any OVW funds for conducting research. However, you can budget up to 1% of the total budget to pay for activities related to measuring the effectiveness of the grant-funded project. For example, funds may be used to conduct before and after testing of training recipients, or to conduct victim satisfaction surveys. You cannot use any personal information that may allow someone to identify a victim or training participant when you collect, analyze, or give out information related to the testing or survey results.
- All applicants **are required** to allocate funds in the amount of **\$20,000** (applicants from Alaska should allocate **\$25,000** to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers.
  - Travel costs for staff or employees of your tribe or organization must be properly itemized in the “Travel” Category. Travel costs for consultants, or the staff or employees of your partner organization(s), must be properly itemized under the “Consultant Travel” sub-category.
  - If your application is selected for funding, and you did not include the required set-aside amount, you will not receive additional funds for this purpose. You will be required to adjust your budget so that the required amount of funding is included in your budget for OVW training and technical assistance.
  - You must provide an estimated breakdown for the set-aside amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.).

- These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW.
  - Any training and TA 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 or tribal domestic violence or sexual assault coalitions.
  - You **may not** budget funds to attend any non-OVW sponsored training or technical assistance events. If your application is selected for funding you will be able to use funds from the required OVW travel set-aside to attend non-OVW sponsored training and technical assistance events so long as you obtain prior permission to do so from OVW.
- You 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\\_general.htm](http://www.ojp.usdoj.gov/training/fmts_general.htm).
  - You **must** provide total number of calls for assistance for domestic violence, dating violence, sexual assault and stalking that your law enforcement agency received in the previous 12 months in the Purpose of the Application section if you plan to request personnel and fringe benefits for law enforcement officers.
  - You **may not** use grant funds to pay stipends or any other type of compensation to members of your **advisory committee**; however, you can use grant funds to offer transportation assistance such as mileage reimbursement to members of the committee.
  - A Sample Budget Detail Worksheet is available in Appendix B of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program*.
  - Your budget and budget narrative should be submitted online at Grants.gov as one attachment. Your budget must be easy to read and legible.
  - When preparing your budget, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

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

You are required to submit a letter of support from your nonprofit partner. If you plan to satisfy the partnership requirement by partnering with an **advisory committee** of women from the tribal community that will be served by the proposed project, you must also submit a **single** letter of support.

If you will be partnering with either a ***nonprofit, nongovernmental Indian victim services provider*** or a ***tribal domestic violence or sexual assault coalition***, including faith-based and other community organizations and coalitions, then the letter of support should:

- Identify the name of the organization, the date that it was founded, and where it is located;
- Specify whether or not the organization exists primarily to serve the needs Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Highlight the services that the organization currently provides to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Highlight the expertise of the organization's staff in addressing the needs of Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Provide specific details about how the organization has helped to create the application for funding;
- Provide specific details about the duties that the organization will assume in developing and implementing the proposed project; and
- State the total amount of compensation that the organization will receive to support its role in implementing the project.

The letter should be signed and dated by the chief executive officer (e.g., Executive Director or President) of the partner organization. Applicants are ***strongly discouraged*** from submitting more than one Letter of Support.

If your tribe or tribal consortium will satisfy the partnership requirement by partnering with an ***advisory committee*** comprised of women from the community that will be served by the proposed project, then the letter of support should:

- Identify by name the members of the committee or the women who have agreed to organize a committee;
- Specify whether or not any of the committee members are survivors of domestic violence, dating violence, sexual assault, or stalking;
- Specify whether or not any of the committee members have experience in providing services to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Provide specific details about the role that the committee has played in creating the application for funding; and
- Provide specific details about how often the committee will meet and what role the committee will play in developing and implementing the proposed project.

The **single** letter of support should be signed and dated by each committee member.

#### **Letter of Exemption (Total 20 Points)**

If you are a ***nonprofit, nongovernmental Indian victim services agency*** or a ***nonprofit tribal domestic violence or sexual assault coalition*** that is submitting an application as the ***authorized designee*** of a tribal government, then you may submit a Letter of Exemption instead of a Letter of Support. The Letter of Exemption should include the following information:

- The year that your organization was started and a statement about its primary mission;
- A detailed description of the type of services that your organization currently provides to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Highlight the expertise of your organization's staff in addressing the needs of Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- A description of your organization's history of working with the tribal community that will be served by the project, including the date that your organization first began to serve the women of the community;
- A description of the process that was used to develop the application for funding, including when and how often the tribe was consulted about the content of the application; and
- A statement about the process that will be used to make sure that the project is meeting the needs of the women of the tribal community that will be served by the project.

**Note:** Applicants may submit a Memorandum of Understanding (MOU) as an attachment to support their application, but an MOU cannot be used to replace the required Letter of Support or Letter of Exemption. Applications submitted without the required Letter of Support or Letter of Exemption will be considered incomplete and may be removed from further consideration for funding.

#### **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 Appendix C of the *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a sample letter.

#### **Financial Capability Questionnaire**

If your organization is a nonprofit, nongovernmental organization, and you have never received funding from OVW or OJP before, or you have not received funding within the last three years, then you 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 your organization's current year's audit report with the Financial Capability Questionnaire.

#### **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

### **Tribal Resolution(s)**

If you are an organization acting as the **authorized designee** of a Federally recognized Indian tribe or a **tribal consortium** you must include a resolution from each Federally recognized Indian tribe that will be served by the proposed project. Each resolution must:

- Authorize you to submit an application on behalf of the Federally recognized Indian tribe; and
- State the tribe's support for the project and its commitment to participate in the project if it is selected for funding.

The resolution(s) must be current. The resolution(s) must be submitted as an attachment with the hard copy of your application for funding.

### **Position Descriptions and Resumes**

Please be sure to include a copy of a position description for each new position that will be created with grant funding as an attachment to the hard copy of your application. You should also include copies of resumes or *curriculum vitae* for each employee and each individual consultant who will be paid with grant funding.

## **Selection Criteria**

In addition to the criteria above, all applications will also be rated on the following:

### **A. Purpose of the Application (10 points)**

- The extent to which your application describes the service area in which the project would be implemented, including geographic location, total population, and other relevant demographic information;
- The extent to which your application explains the specific problems that your tribe faces with respect to domestic violence, dating violence, sexual assault, or stalking.
- The extent to which your application describes current or previous efforts to address domestic violence, dating violence, sexual assault, or stalking in your community and whether or not they were effective;
- The extent to which your application describes current gaps in services for victims of domestic violence, dating violence, sexual assault, or stalking in the community that will be served; and
- The extent to which your application describes the specific problem(s) related to addressing domestic violence, dating violence, sexual assault, or stalking that will be addressed through this grant application.

### **B. What Will be Done (40 points)**

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;

- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability; and
- The extent to which all proposed products are clearly identified.

C. Who Will Implement the Project (10 points)

- The extent to which the name of each agency, organization, or independent consultant that will be involved with implementing the project is clearly identified;
- The extent to which the names and titles of key individuals from each agency or organization who will be involved with developing and implementing the proposed project are clearly identified; and
- The extent to which each individual's knowledge of, or experience in, addressing domestic violence, dating violence, sexual assault, or stalking is clearly identified.

D. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term.

E. Budget (15 points)

- The extent to which the budget is reasonable and within established limits;
- The extent to which the budget includes the required travel set-aside to attend OVW-sponsored training and technical assistance events;
- The extent to which the budget does not include costs for non-OVW sponsored training and technical assistance events;
- The extent to which all budget calculations are clearly identified and accurate;
- The extent to which the budget does not include costs to support activities that may compromise victim safety;
- The extent to which the budget does not include costs to support activities that are unallowable or that exceed the statutory scope of the Grants to Indian Tribal Governments and Sexual Assault Services Program;
- The extent to which the budget includes fair and reasonable compensation for all project partners, including nonprofit, nongovernmental partners; and
- The extent to which all budget costs bear a direct and logical connection to the goals and objectives of the proposed project.

F. Letter of Support or Letter of Exemption (20 points)

- The extent to which the Letter of Support or Letter of Exemption demonstrates that the collaborative partner will have a meaningful opportunity to participate in the development and implementation of the proposed project; and
- The extent to which the Letter of Support or Letter of Exemption demonstrates that the collaborative partner meets all of the eligibility criteria to act as a partner for the project.



In addition to the criteria above, 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 application as a whole.

**Applicants who propose to hire dedicated staff to provide culturally appropriate and confidential advocacy and support to victims of sexual assault will receive the highest priority for funding.**

The total points possible for an application are 100 (65 points for the Project Narrative, 15 points for Budget, and 20 Points for the Letter of Support/Letter of Exemption). Applications with the highest composite scores will be considered for funding.

In addition, current grantees seeking continuation funding may have their final score reduced by up to 25 points, or may not be considered for funding based on the evaluation criteria listed on page 16 of this solicitation.

## Review Process

All applications will be subject to an initial review by OVW staff and an internal peer review that 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. Applications that are partially beyond the scope of the program will receive funding consideration, however, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review include the following:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see pages 9-10);
- Whether all statutory eligibility criteria are met (see pages 5-7);
- Whether the application proposes significant activities that may compromise victim safety (see pages 10-11); and
- Whether the proposed budget is within the established limits (see page 19).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See pages 16-17 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, may not be considered for funding.

**OVW will not use an external peer review process for the FY 2009 Tribal Governments Program. All applications will be reviewed internally.**

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. During the internal peer review all 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 an internal 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 internal 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).

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 current project;
- The budget, budget summary, and budget narrative;
- Letter of Support/Letter of Exemption;
- Letter of Nonsupplanting;
- Financial Capability Questionnaire (if applicable);
- A current Federally-approved Indirect Cost Rate Agreement (if applicable);
- Tribal Resolution(s) (if applicable); and
- Position descriptions and resumes.

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, **post-marked by March 3, 2009** to:

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

## GLOSSARY OF TERMS

There are a number of terms that are used in the solicitation that may not be familiar to you. OVW has created this Glossary to help you understand some of these terms.

**Advisory Committee:** A committee made up of women from the tribal community/communities that will be served by the proposed project. Ideally, these women should either be survivors of domestic violence, dating violence, sexual assault, or stalking, or advocates who have worked with survivors of domestic violence, dating violence, sexual assault or stalking. The committee should provide advice and guidance to the tribal government on how to deliver services to victims that meet their needs.

**Authorized Designee:** An organization that submits an application for funding on behalf of a Federally recognized tribe. For example, a nonprofit, nongovernmental Indian victim services organization, a nonprofit, nongovernmental tribal domestic violence or sexual assault coalition, a faith-based, or community-based organization, or a tribal police department may act as the authorized designee of a tribe.<sup>5</sup>

**Authorizing Official:** An individual who is authorized to accept grant awards on behalf of your tribe or organization.

**Award Period:** The length of time that you will have to spend the money if you receive a grant award. The award period for the Grants to Indian Tribal Governments and Sexual Assault Services Program is 36 months.

**Current Grantee:** Any tribe, organization, or tribal consortium that has at least one active grant award that has not been closed-out from any OVW grant program.

**Federally recognized Indian Tribe:** A tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Indian Victim Services Provider:** A nonprofit, nongovernmental victim services organization whose primary mission is to provide assistance to victims of domestic violence, dating violence, sexual assault, or stalking. The staff and leadership of the organization must include individuals who have a demonstrated history of providing assistance to American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

**Internal Review:** OVW Program Specialists will review each application received in response to this solicitation. There are three goals for this review: (1) to determine if the applicant has satisfied all of the eligibility requirements for this program; (2) to determine if the application is complete; and (3) to determine whether Current Grantees seeking continuation funding have accomplished the goals and objectives of their previously funded projects and whether they have substantially complied with the administrative and reporting requirements for their current grant awards.

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<sup>5</sup> See the Appendix A for more information on faith and community-based organizations.

**Letter of Exemption:** An Indian victim services provider or a tribal domestic violence or sexual assault coalition that is acting as the authorized designee of a Federally recognized Indian Tribe should submit a letter of exemption instead of a letter of support with its application for funding.

**Letter of Intent:** The purpose of this letter is to let OVW's Tribal Unit know that your tribe might submit an application for funding. You can still submit an application for funding if you do not submit a letter of intent. Submitting a letter does not obligate you to submit an application for funding.

**Letter of Support:** A Federally recognized Indian Tribe or a consortium of Federally recognized Indian tribes must submit a letter of support from either: (1) a nonprofit, nongovernmental Indian victim services provider; (2) a tribal domestic violence or sexual assault coalition; or (3) a committee of Indian women from the community that will be served by the grant-funded project.

**New Applicant:** A tribe or organization that has never before received funding from OVW, or a tribe or organization that has received OVW grant funding in the past, but that does not currently have an active OVW grant award.

**Non-Custodial Parent:** The parent who does not have primary custody of the children.

**Peer Review:** After the staff from OVW's Tribal Unit has read and reviewed the grant applications, an outside panel of experts with knowledge of Indian country issues, tribal customs and traditions, and violence committed against Indian women, will read and score the applications.

**Tribal Coalition:** A nonprofit, nongovernmental, grassroots organization created for the purpose of addressing domestic violence or sexual assault committed against American Indian or Alaska Native women.

**Tribal Consortium:** Either (1) an application for funding submitted by one Federally recognized Indian tribe for the benefit of at least one other Federally recognized Indian tribe; or (2) an application for funding submitted by an existing formal tribal consortium such as an inter-tribal council, or health care consortium. Each member of the consortium must be a Federally recognized Indian Tribe.

**Please Note:** Further clarification of the application guidelines and policies for the Grants to Indian Tribal Governments and Sexual Assault Services Program may be found in the *Guide to Understanding the Grants to Indian Tribal Governments and Sexual Assault Services Program*. The *Guide* is available for download from the OVW website at <http://www.ovw.usdoj.gov/applicants.htm>.

**APPENDIX A**

**Letter for Faith Based and Community Organizations**



## U. S. Department of Justice

### Office on Violence Against Women

800 K Street, NW, Suite 920

Washington, DC 20530

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January 8, 2009

Dear Tribal Government Applicant:

In the Eligibility section of this solicitation you may have noticed that there is a statement on faith-based and community organizations. It is the policy of the United States Department of Justice to include a general statement on the requirements of Executive Order 13279 in the solicitation for each of its grant award programs. The Executive Order is meant to encourage faith-based and community organizations to submit applications for Federal grant award funding when they are eligible to do so. However, the Executive Order does not change the statutory eligibility requirements for the Grants to Indian Tribal Governments and Sexual Assault Services Program (Tribal Governments Program).

Title IX of the Violence Against Women Act of 2005 makes it clear that only "Indian tribal governments, or [the] authorized designee of Indian tribal governments" are eligible to receive funding from the Tribal Governments Program. Faith-based and community organizations **are not eligible** to receive Tribal Governments Program funding **unless** they are the authorized designee of an Indian tribe. The Office on Violence Against Women (OVW) has put in place policies that will prevent an ineligible applicant from receiving Tribal Governments Program funding.

The staff from OVW's Tribal Unit will read each application in its entirety during the internal review process. Part of the internal review will include checking each application to make sure that it is complete, and that the applicant has satisfied all of the program eligibility requirements in this solicitation. Any organization that submits an application for Tribal Governments Program funding as the authorized designee of an Indian tribal government must submit a resolution from the tribe which authorizes the organization to apply for funding on behalf of the tribe.

Please feel free to contact a member of the OVW Tribal Unit staff at (202) 307-6026 if you have any further questions or concerns regarding this matter. We look forward to receiving your application for Tribal Governments Program funding.

Sincerely,

A handwritten signature in cursive script that reads "Lorraine P. Edmo".

Lorraine P. Edmo  
Deputy Director for Tribal Affairs

**APPENDIX B**

**List of Current OVW Grantees Who Are Eligible to Apply  
for the  
FY 2009 Grants to Indian Tribal Governments and Sexual Assault  
Services Program**



**Table 1: STOP Violence Against Indian Women Program Grantees**

The following tribes or organizations have STOP Violence Against Indian Women Program grant awards that are either still active, or for which the award period ended within the past 12 months. Each of the tribes or organizations included on this list is considered to be a **current grantee**. Each tribe or organization on this list is eligible to apply for funding from the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program to continue the activities that were supported by their STOP Violence Against Indian Women Program award.

STATE	NAME OF GRANTEE
Alaska	Kenaitze Indian Tribe, IRA
	Norton Sound Health Corporation
Idaho	Couer d'Alene Tribe
Minnesota	Mille Lacs Band of Ojibwe Indians
Montana	Fort Peck Assiniboine and Sioux Tribes
Nevada	Pyramid Lake Paiute Tribe
	Washoe Tribe of Nevada and California
New Mexico	Pueblo of Laguna
	Pueblo of Santa Ana
Oklahoma	Cheyenne and Arapaho Tribes of Oklahoma
Washington	Kalispel Tribe of Indians
	Shoalwater Bay Indian Tribe

**Table 2: FY 2007 Grants to Indian Tribal Governments Program Grantees**

Current grantees who received an FY 2007 Tribal Governments Program award can apply for FY 2009 Tribal Governments Program funding. However, a FY 2007 OVW award recipient can only apply for FY 2009 Tribal Governments Program funding to support activities that are different and distinct from the activities supported by their FY 2007 grant award. **Please Note:** Any FY 2007 Tribal Governments Program grantee who received funding as the Authorized Designee of a tribe must again be designated as the tribe's Authorized Designee in order to be eligible to receive FY 2009 Tribal Governments Program funding.

STATE	NAME OF GRANTEE
Alabama	Poarch Band of Creek Indians
Alaska	Alaska Native Justice Center (Authorized Designee for Cook Inlet Region, Inc.)
	Aleut Community of St. Paul Island
	Central Council of Tlingit and Haida Indian Tribes
	Eastern Aleutian Tribes, Inc.
	Emmonak Women's Shelter (Authorized Designee of the Native Village of Emmonak)
	Maniilaq Association
	Mt. Sanford Tribal Consortium
	Native Village of Atmoutluak
	Sitka Tribe of Alaska
	Sun'aq Tribe of Kodiak
Arizona	Gila River Indian Community
	The Hopi Tribe
	Navajo Nation
	Quechan Indian Tribe

	Tohono O'odham Nation
	White Mountain Apache Tribe
California	Hopland Band of Pomo Indians
	Los Coyotes Band of Indians (Consortium with Santa Ysabel)
	Soboba Band of Lisueno Indians
	Southern Indian Health Council, Inc.
Idaho	Shoshone-Bannock Tribes
Kansas	Sac & Fox Nation of Missouri in Kansas and Nebraska
Maine	Houlton Band of Maliseet Indians
	Pleasant Point Passamaquoddy Tribe
Michigan	Grand Traverse Band of Ottawa and Chippewa Indians
	Hannahville Indian Community
	Sault Ste. Marie Chippewa Tribe
Minnesota	Bois Forte Reservation
	Leech Lake Band of Ojibwe
	White Earth Reservation Council
Mississippi	Mississippi Band of Choctaw Indians
Montana	Confederated Salish and Kootenai Tribes
	Fort Belknap Indian Community
	Northern Cheyenne Tribe
Nebraska	Omaha Nation Community Response Team (Authorized Designee for the Omaha Nation)
	Ponca Tribe of Nebraska
	Winnebago Tribe of Nebraska
Nevada	Fallon Paiute Shoshone Tribe
	Pyramid Lake Paiute Tribe
	Shoshone-Paiute Tribe of the Duck Valley Reservation
New Mexico	Pueblo of Pojoaque
	Pueblo of San Felipe
	Pueblo of Zuni
	Santa Clara Pueblo
New York	St. Regis Mohawk Tribe
North Carolina	Eastern Band of Cherokee Indians
North Dakota	Spirit Lake Sioux Tribe
	Three Affiliated Tribes of the Fort Berthold Indian Reservation
	Turtle Mountain Band of Chippewa Indians
Oklahoma	Absentee-Shawnee Tribe
	Chickasaw Nation
	Oklahoma City University (Authorized Designee for the Apache Tribe of Oklahoma)
	Osage Nation
	Quapaw Tribe
	Seminole Nation of Oklahoma
South Dakota	Cangleska, Inc. (Authorized Designee for the Oglala Sioux Tribe)
	Cheyenne River Sioux Tribe
	Pretty Bird Woman House (Authorized Designee for the Standing Rock Sioux Tribe)
	Rosebud Sioux Tribe

	Wiconi Wawokiya, Inc. (Authorized Designee for the Crow Creek Sioux Tribe)
	Women's Circle, Inc. (Authorized Designee for the Sisseton-Wahpeton Sioux Tribe)
	Yankton Sioux Tribe
Utah	Confederated Tribes of the Goshute Indian Reservation
Washington	Confederated Tribes of the Chehalis Indian Reservation
	Cowlitz Indian Tribe
	Nisqually Tribe
	Quileute Tribal Council
Wisconsin	Lac du Flambeau Band of Lake Superior Chippewa Indians
	Menominee Indian Tribe of Wisconsin
Wyoming	Northern Arapaho Tribe

**Table 3: FY 2008 Grants to Indian Tribal Governments Program Grantees**

The grantees included in the following list are eligible to apply for FY 2009 Tribal Governments Program funding.

STATE	NAME OF GRANTEE
Montana	Crow Tribe of Indians
Wisconsin	Oneida Tribe of Indians in Wisconsin

**Table 3: Other OVW Tribal Grantees**

Some tribes or organizations that are currently operating a project that is supported by funding from an OVW grant program other than the STOP Violence Against Indian Women Program or the Grants to Indian Tribal Governments and Sexual Assault Services Program are eligible to apply for FY 2009 Tribal Governments Program funding. These tribes and organizations are identified below.

STATE	NAME OF GRANTEE
California	Bear River Band of the Rhonerville Rancheria
Nevada	Walker River Paiute Tribe
Oregon	Confederated Tribes of the Warm Springs Indian Reservation
Washington	South Puget Inter-Tribal Planning Agency

Please contact the OVW Tribal Unit at (202) 307-6026 if you have any questions about your eligibility for FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program funding.