



OVW Fiscal Year 2016 Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction Solicitation to Apply

Solicitation Release Date

This solicitation was released on or about **May 9, 2016**.

Eligibility

Eligible applicants are limited to: **Indian tribal governments that have jurisdiction over Indian Country.**

(See "[Eligible Applicants](#)")

Deadlines

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

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

Please note: **The original due date has been extended from June 20, 2016 to June 23, 2016 to accommodate for the [Grants.gov](#) scheduled maintenance outage from June 18, 2016 to June 20, 2016.**

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with [Grants.gov](#) immediately, but no later than, **May 30, 2016** (See "[Registration](#)").

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to OVW.Tribaljurisdiction@usdoj.gov by **May 30, 2016**. This will ensure that applicants are well-positioned to successfully submit their applications by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply (See "[Letter of Registration](#)").

Pre-Application Webinar

OVW will conduct one pre-application webinar for tribes interested in submitting an application for the **Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction (Tribal Jurisdiction Program)**. Participation in this webinar is optional. Interested applicants who do not participate are still eligible to apply. (See “[Content and Form of Application Submission](#)”)

Contact Information

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

In Fiscal Year 2016, OVW applications for the Tribal Jurisdiction Program will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), please contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-10120

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

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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OVW Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction (CFDA 16.025#)

A. Program Description

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims across the life span with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

About the OVW Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction (Tribal Jurisdiction Program)

Native American women suffer domestic violence and dating violence at epidemic rates, often at the hands of non-Indian abusers. Following the Supreme Court's 1978 decision in *Oliphant v. Suquamish Tribe*, however, tribes lacked criminal jurisdiction to prosecute domestic violence and dating violence committed in Indian Country by non-Indian abusers. Prior to the Violence Against Women Reauthorization Act of 2013 (VAWA 2013), if the victim was Indian and the perpetrator was non-Indian, the crime could be prosecuted only by the United States or, in some circumstances, by the state in which the tribe's Indian Country is located. On March 7, 2013, President Obama signed into law VAWA 2013, which included an historic provision recognizing the authority of participating tribes to exercise "special domestic violence criminal jurisdiction" (SDVCJ) over certain defendants, regardless of their Indian or non-Indian status, who commit crimes of domestic violence or dating violence or violate certain protection orders in Indian Country. The Act also specified the rights that a participating tribe must provide to defendants in SDVCJ cases.

The Tribal Jurisdiction Program is designed to assist Indian tribes in exercising SDVCJ. Through this grant program, Indian tribes will receive support and technical assistance for planning, developing and implementing changes in their criminal justice systems necessary to exercise SDVCJ. The program encourages collaborations among tribal leadership, tribal courts, tribal prosecutors, tribal attorneys, tribal defenders, law enforcement, probation, service providers, and other partners to ensure that non-Indians who commit crimes of domestic violence, dating violence, and violations of protection orders are held accountable. The Tribal Jurisdiction Program encourages the coordinated involvement of the entire tribal criminal justice system and victim service providers to incorporate systemic change that ensures victim safety and offender accountability.

Program Scope

Activities supported by the Tribal Jurisdiction Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by

the provisions of this solicitation, the DOJ Financial Guide, any updates to the DOJ Financial Guide, and the conditions of the recipient's award.

Purpose Areas

In Fiscal Year (FY) 2016, pursuant to 25 U.S.C. § 1304(f), funds under the Tribal Jurisdiction Program may be used for the following purposes:

(1) to strengthen tribal criminal justice systems to assist Indian tribes in exercising SDVCJ, including:

- (A) law enforcement (including the capacity of law enforcement or court personnel to enter information into and obtain information from national crime information databases);
- (B) prosecution;
- (C) trial and appellate courts;
- (D) probation systems;
- (E) detention and correctional facilities;
- (F) alternative rehabilitation centers;
- (G) culturally appropriate services and assistance for victims and their families; and
- (H) criminal codes and rules of criminal procedure, appellate procedure, and evidence;

(2) to provide indigent criminal defendants with the effective assistance of licensed defense counsel, at no cost to the defendant, in criminal proceedings in which a participating tribe¹ prosecutes a crime of domestic violence or dating violence or a criminal violation of a protection order;

(3) to ensure that, in criminal proceedings in which a participating tribe exercises SDVCJ, jurors are summoned, selected, and instructed in a manner consistent with all applicable requirements; and

(4) to accord victims of domestic violence, dating violence, and violations of protection orders rights that are similar to the rights of a crime victim described in [section 3771\(a\) of Title 18](#), consistent with tribal law and custom.

Mandatory Program Requirements

Required Tribal Resolution

To successfully exercise SDVCJ, tribes will need to engage tribal leaders, tribal judges, tribal prosecutors, tribal defenders, tribal attorneys, law enforcement, and victim service providers. Therefore, the applicant must submit a resolution from its governing body directing all internal tribal partners including, at a minimum, judges (if appropriate), prosecutors, defenders, tribal attorneys/general counsel, law enforcement, and victim service provider(s), to cooperate in implementation of the proposed grant project ([see Tribal Resolutions](#)).

Required Memorandum of Understanding (MOU)

The applicant must submit an MOU which includes all necessary internal and external partners. If any of the required partners such as the tribal court or victim service provider are not subject to the authority of the tribal governing body, their partnership must be documented in the MOU (see [APPENDIX C](#)).

¹The term "participating tribe" means an Indian tribe that elects to exercise SDVCJ over the Indian Country of that tribe.

Applications without the required tribal resolution and/or MOU will not be considered for funding.

Inter-tribal Technical Assistance Working Group (ITWG) on SDVCJ Membership

The ITWG is a voluntary working group of tribal representatives who exchange views, information, and advice about how tribes may best exercise SDVCJ and address responses to domestic violence, dating violence and violations of protection orders. Applicants need not be current members but will be expected to join and participate in the ITWG if they receive an award.

Program Specific Requirements

Prior Approval

As described in greater detail under Eligibility, OVW will assess a tribe's readiness to exercise SDVCJ before authorizing the use of grant funds to prosecute non-Indian offenders. Unless a grantee has already been designated as a Pilot Project tribe by the Department of Justice, OVW will require grantees to submit the questionnaire and supporting certifications as outlined in [APPENDIX D](#).

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;²
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Automatic pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Failure to provide sanctions against offenders who fail to participate in court-ordered batterer intervention programs;
- Utilizing anger management classes instead of court-ordered batterer intervention programs;
- Requiring victims of domestic or dating violence to file for a protection order or file criminal charges against their abusers as a condition of receiving services;
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims. Instead, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged;
- Procedures that require criminal record checks, including checks of public court databases, be performed on individuals presenting for counseling or advocacy services prior to providing those individuals with services.
- Issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense; and

²If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

- Requiring that victims bear the costs associated with: (1) the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense; (2) the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking; (3) the filing of criminal charges against the offender; or (4) the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the tribal jurisdiction.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope and therefore these activities will not be supported by Tribal Jurisdiction Program funding. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Tribal Jurisdiction Program will not be considered for funding.³

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See section Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide on <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>)
2. Prosecuting cases of sexual assault that do not involve spouses, intimate partners, or dating partners.
3. Prosecuting cases that do not involve domestic violence, dating violence, and/or violations of a protection order.

In addition, applicants may not allocate more than 10% of the funds requested to medical services for incarcerated individuals.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by Tribal Jurisdiction Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

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

³ If more than 25% of staff time or grant dollars would be devoted to activities outside of the program's statutory scope, OVW will consider the proposal "substantially" outside the scope of the program and remove it from further consideration.

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the Tribal Jurisdiction Program ceases to be available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

Award Period

The grant award period is **36 months**. Budgets must reflect **36 months** of project activity, and the total “estimated funding” on the SF-424 must reflect **36 months**. Generally, the award period will start on October 1, 2016.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Tribal Jurisdiction Program for FY 2016 will be made for up to **\$450,000**.

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

OVW anticipates making awards for the Tribal Jurisdiction Program in the range of **\$300,000 - \$450,000**. OVW estimates that it will make 5-7 awards.

Awards will be made as cooperative agreements. Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this program, OVW’s substantial involvement includes:

- Active participation in the ITWG;
- Review of relevant legal materials;
- Review and approval that the tribe has all requirements in place to move forward with exercising SDVCJ. The requirements are more fully described in [APPENDIX D](#), but they include and are not limited to:
 1. Trial by an impartial jury
 2. The right to effective assistance of counsel
 3. The right to indigent defense counsel
 4. Judge(s) who are licensed attorneys with sufficient training to preside over criminal proceedings
 5. Publicly available laws and rules
 6. Ability to produce records of the criminal proceedings
 7. Timely notice of federal habeas corpus rights and privileges
 8. Other rights protected by the Indian Civil Rights Act of 1968
 9. Appropriate services, advocacy and referrals for victims

Types of Applicants

In FY 2016, OVW will accept applications for the Tribal Jurisdiction Program from all applicants that meet the eligibility requirements as stated below.

C. Eligibility Information

Eligible Applicants

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

Eligible entities for this program are:

- **Indian tribal governments⁴ that have jurisdiction over Indian Country⁵**

OVW is not limiting eligibility for the Tribal Jurisdiction Program to tribes that are already exercising or are prepared immediately to exercise SDVCJ. Instead, OVW anticipates that it may make awards to tribes that are at various stages of preparedness with regard to exercising SDVCJ. At the beginning of the grant project period, all grantees will have access to funding for planning and preparation activities related to implementing SDVCJ. However, OVW will assess a tribe's readiness to exercise SDVCJ before authorizing the use of grant funds to actually prosecute non-Indian offenders. OVW will require grantees to submit a completed questionnaire and supporting certifications as outlined in [APPENDIX D](#).⁶ Grantees may choose to submit these materials at any time during the award period for OVW approval. However, applicants should not submit these materials before receiving an award.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Limit on Number of Application Submissions

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

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on Grants.gov or at the OVW website at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact OVW.TribalJurisdiction@usdoj.gov.

⁴ Indian tribal government means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 *et seq.*)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

⁵ Under 18 U.S.C. § 1151, the term "Indian Country," means (a) all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation, (b) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state, and (c) all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.

⁶ If the Attorney General has already designated a grantee as a participating tribe under the Pilot Project for Tribal Jurisdiction over Crimes of Domestic Violence, the grantee will not be required to re-submit these materials prior to accessing grant funds to prosecute non-Indian offenders.

Letter of Registration

Applicants intending to apply for FY 2016 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the System for Award Management (SAM) and with Grants.gov. The letter should be submitted to OVW at OVW.TribalJurisdiction@usdoj.gov by **May 30, 2016**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [APPENDIX B](#) for a sample Letter of Registration.

Pre-Application Webinar

OVW will conduct one Pre-Application Webinar. During this webinar, OVW staff will review the FY 2016 Tribal Jurisdiction Program solicitation and grant requirements followed by a brief question and answer session. Participation in this webinar is optional.

The webinar is scheduled for **Wednesday, May 25, 2016, 4-5 p.m. E.T.**

Anyone who is interested in participating in the webinar must register in advance. The number of participants for this webinar is unlimited. To register, please e-mail OVW.TribalJurisdiction@usdoj.gov. Please state in the subject line “pre-application webinar.” Registration must be received by OVW at least two days prior to the start of the webinar to allow time for scheduling, receipt of confirmation and to provide webinar information which will be sent to all registrants.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

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

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than **20** pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in the solicitation

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Tribal Resolution
3. Memorandum Of Understanding (MOU)
4. Budget Detail Worksheet and Narrative

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

Summary Data Sheet (5 points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the **20** page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the **Authorized Organization Representative (AOR)** of the applicant.
2. Name, title, address, phone number, and e-mail address for the **grant point-of-contact**. This person must be an employee of the applicant.
3. Statement as to whether the applicant applying has expended \$750,000 in federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
4. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2016 to do similar work. Please provide this information in a table using the format found in [APPENDIX F](#).
5. Statement as to whether the applicant has already been designated as a Pilot Project tribe by the Department of Justice.
6. Statement as to whether the applicant already has implemented SDVCJ and (a) if the tribe was designated as a Pilot tribe or (b) when the tribe plans to submit the questionnaire and supporting certifications for OVW review and approval.⁷
7. List all purpose areas that applicant's project will implement (see Purpose Areas, page 2).
8. Summary of Current and Recent OVW Projects (if applicable).

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

The table must:

- Identify all grants by OVW program, award number and project period.
- Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.

⁷ As stated in footnote 6, Pilot Project tribes are not required to submit the questionnaire and supporting certifications.

- Provide a justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (65 Points Total)

The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative contains the following three sections: 1) Description; 2) Project Timeline; and 3) Who Will Implement.

Description (55 Points)

The applicant must provide detailed descriptions for the elements below. For the following please describe:

Community:

- The geographic area subject to the tribe's jurisdiction;
- The demographic profile of the community to be served (e.g., tribal and non-tribal residents, poverty rate, workforce profile);
- The community's strengths, resources, challenges, and needs;
- The tribe's commitment to the successful implementation of the proposed project; and
- Availability of services for victims of domestic and dating violence and how the proposed project will enhance victim safety and autonomy.

Criminal Justice System:

- Assess the tribe's existing criminal justice system in the context of the tribe's readiness to exercise SDVCJ while protecting defendants' rights, consistent with 25 U.S.C. § 1304. This section should describe what changes, if any, are necessary for the tribe to exercise SDVCJ. For example, the tribe might describe whether it needs to revise the law and order or criminal code, amend its constitution, train law enforcement, or hire a law-trained judge. This section should address the following elements of the tribe's criminal justice system and what changes need to be made in the following areas:
 - Tribal Constitution (including whether any amendments are necessary);
 - Tribal Law and Order Code (including whether current domestic violence and protection order violation offenses need to be amended);
 - Law Enforcement Services (including whether these services are provided under 638 self-determination contract, cross-deputization agreement, through the Bureau of Indian Affairs, Office of Justice Services, etc.);
 - Tribal Prosecution (including whether the tribe has any Special Assistant U.S. Attorneys ("SAUSAs"), experienced or specialized domestic violence prosecutors, etc.);
 - Tribal Court processes and practices (including whether the tribe has a trial and an appellate court, domestic violence court or docket, publicly available laws and rules, judges who are licensed attorneys with sufficient training to preside over criminal proceedings, a jury pool that does not exclude non-members of the tribe and non-Indians, and availability of records of criminal proceedings);

- Availability of counsel for indigent defendants (including whether the tribe uses a public defender system, contract system, or assigned counsel system) and how defendants are screened for indigency;
 - Role of victim advocacy within the criminal justice system; and
 - Pre-trial supervision and probation systems.
-
- The tribe's recent history, following the 2010 enactment of [Tribal Law and Order Act, 25 U.S.C. § 1302\(b\)-\(c\)](#), of imposing total terms of imprisonment of more than one year;
 - The tribe's formal or informal policies for coordinating with federal and/or state criminal investigators and prosecutors in cases where the tribe may have concurrent criminal jurisdiction;
 - The tribe's needs for training, technical assistance, data collection, and evaluation of the tribe's criminal justice system; and
 - The following information for 2014 and 2015, as is available for the jurisdiction: number of domestic violence incidents reported to law enforcement; number of domestic violence cases referred to the prosecutor's office; number of domestic violence cases accepted for prosecution; number of cases declined for prosecution; number of domestic violence incidents involving non-Indian offenders; and any relevant data regarding issuance and enforcement of protection orders, including whether respondents were non-Indians.

Project:

- The activities the applicant will undertake to plan, prepare, and/or implement laws, policies, procedures, practices and systems to exercise SDVCJ, including what the funding will be used for in terms of staffing, technology, and other resources;
- The goals and objectives, as well as the specific tasks and activities necessary to accomplish the goals and objectives of the proposed project;
- The plans for data collection;
- The enhancements that will be made through the proposed project; and
- If applicable, tangible products to be purchased, developed or revised with grant funds (e.g., data collection systems, audio recording systems, brochures, curricula).

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, audio recording systems, GPS, or hotlines), they must 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. **Security systems that require any renovation for installation are unallowable.**

Project Timeline (5 Points)

The Applicant must include a timeline or milestone chart encompassing the entire grant project period that indicates objectives and major tasks, assigns responsibility for each, and plots completion of each task by year and then by month or quarter for the duration of the award, for example, "Year 1," "Month 1," "Quarter 1".

Sample Project Timeline:

GOAL	OBJECTIVES	TIMEFRAME	TASKS & ACTIVITIES	OUTCOMES	RESPONSIBLE PERSON
Revise jury selection system	Ensure the processes meet the SDVCJ requirements	Q1 December 2017	Form a review team Identify data source for juror names and addresses Amend jury selection handbook	Jury selection approved to exercise SDVCJ	Mr. Code
Establish an indigent defense program	Provide for the rights of indigent defendants	Q2 February 2018	Assess need for attorneys for indigent defendants Decide whether to hire or contract defense services	Indigent defense program approved	Sandy Lawful

Who Will Implement the Project (5 Points)

The applicant identifies the key individuals and organizations that will be involved in the project and demonstrate that they have the capacity and/or the expertise to address the project requirements to successfully implement the stated project goals and activities.

For this section:

- Provide information about the experience and expertise of the key personnel (e.g., judges, prosecutors, defenders, tribal attorneys/general counsel, law enforcement, and victim advocates) who will be directly involved with the proposed project. Position description or resumes should be included with the application;
- Demonstrate that the victim service provider partnership required by the solicitation has been met by detailing the history this partner has had working with the tribe's criminal justice system. Describe how this relationship may be enhanced by this project.

Memorandum of Understanding (MOU) and Tribal Resolution (15 Points)

The applicant tribe must submit a resolution from its governing body directing all internal tribal partners to cooperate in implementation of the proposed grant project. If any of the required

partners such as the tribal court or victim service provider are not subject to the authority of the tribal governing body, their partnership must be documented in an MOU (see [APPENDIX C](#)).

Applications without the required tribal resolution and MOU **will not be** considered for funding.

Memorandum of Understanding (MOU) (10 Points)

For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between internal and external partners necessary to ensure successful planning, development, implementation, and exercise of SCDVJ. The MOU should be a single document. For external partners, it should be signed and dated by the Authorized Organization Representative (AOR) (see "[Application for Federal Assistance \(SF-424\)](#)" for the definition of AOR). For internal partners, it should be signed and dated by the AOR of the tribe and by the individual identified by the governing body to represent the discipline of the required partners. An MOU may include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners;
2. Clearly state the roles, responsibilities, and specific contributions each partner will assume to ensure the success of the proposed project;
3. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
4. Specify the extent of each partner's participation in developing the application and/or project;
5. Demonstrate the commitment of each partner to work together to achieve stated project goals;
6. Indicate commitment to the partnership by each partner and their approval of the proposed project narrative and budget by all signing parties; and
7. Identify the time period for which the MOU is to be in effect. The time period should, at a minimum, cover the period of the grant award, but may exceed it.

Letters of support may not be submitted in lieu of the MOU.

Tribal Resolution (5 Points)

The applicant tribe must provide a valid tribal resolution, signed by the AOR of the governing body of the tribe, providing the following assurances:

1. Affirm the tribe is a federally-recognized tribe appearing in the most recently published list of Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs <https://www.federalregister.gov/articles/2016/01/29/2016-01769/indian-entities-recognized-and-eligible-to-receive-services-from-the-united-states-bureau-of-indian>;
2. Affirm the tribe has jurisdiction over lands which meet the definition of Indian Country;
3. Define the tribe's Indian Country;
4. Affirm the tribe's governing body determination to plan, develop, implement, and exercise SDVCJ within its Indian Country;
5. Direct internal partners, identified in the MOU, to participate in and cooperate with the planning, development, implementation, and exercise of SDVCJ and, if necessary, authorize the identified internal partners to enter into/sign the MOU; and

6. Authorize the applicant tribe's AOR to enter into/sign the MOU with external MOU partners.

Budget Detail Worksheet and Narrative (15 Points)

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for this OVW program.

Award Period and Amount

- The grant award period is **36 months**. Budgets must reflect **36** months of project activity, and the total “estimated funding” on the SF-424 must reflect **36** months. Generally, the award period will start on **October 1, 2016**.
- Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Tribal Jurisdiction Program for FY 2016 will be made for up to **\$450,000**.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in [APPENDIX A](#). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the DOJ Financial Guide.

This section must include:

- Salary and fringe costs in the “Personnel” category for staff only if they work directly for the eligible applicant; for project partners, include salary and fringe benefits in the “Consultants/Contracts” category; and
- Appropriate compensation for project partners, if applicable.

Conference Planning and Expenditure Limitations

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

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the conference approval process.

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

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$30,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period cannot be reprogrammed without prior approval from OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

Program Assessments

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

Accommodations and Language Access

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful

access to recipients' programs or activities. More information on these obligations is available in the [OVW FY 2014 Solicitation Companion Guide](#) and at www.lep.gov. Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, Deaf individuals, and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds may be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos, and other materials must ensure that the materials are accessible to persons with disabilities. Grant funds may be allocated for these purposes.

Pre-Agreement Cost Approval

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

Confidentiality Notice Form

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

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "Authorized Representative" must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

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

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the AOR, certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov.

Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial

management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](https://www.grants.gov).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](https://www.grants.gov).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Tribes that have never negotiated an indirect cost rate with the federal government may use the 10% de minimis rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

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

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

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

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

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

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

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with Grants.gov immediately, but no later than **May 30, 2016**.

Submission Dates and Times

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items. Applicants should anticipate that

failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 23, 2016**. Applications submitted after **11:59 p.m. E.T. on June 23, 2016** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, the Authorized Organization Representatives (AOR) should closely monitor their email for any notification from [Grants.gov](#) about a possible failed submission. The AOR will receive a minimum of two emails from [Grants.gov](#). One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.

Please note that the [Grants.gov](#) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “[Experiencing Unforeseeable Technical Issues](#)” for information on the steps applicants must follow if corrective action must be taken.

OVW Policy on Duplicate Applications

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

Experiencing Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no later than **May 30, 2016**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except closed for Federal holidays.

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

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

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed due to a temporary lack of Internet access, unforeseeable technical issues, or geographic isolation. If an applicant does not provide advance notice to OVW about an issue that may cause a delay in the submission of its application, the application will not be considered for funding. If the applicant follows the steps outlined above, OVW will consider the applicant's request for late submission. Extension of deadlines is not guaranteed and permission to submit a late application does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR, the application will be subject to both peer review and programmatic review before any funding decision is made.

Extraordinary Natural or Manmade Disasters

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

Funding Restrictions

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

OVW generally does not allow pre-award costs. Such costs require prior approval by OVW and will only be allowed in limited circumstances.

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

Food and Beverage/Costs for Refreshments and Meals

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

1. The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

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

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the conference approval process.

Other Submission Requirements

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically via [grants.gov](#). Applicants that are unable to submit electronically must contact the OVW Tribal Jurisdiction Program at OVW.TribalJurisdiction@usdoj.gov **no later than May 30, 2016** to request permission to submit an application by alternative means.

[Grants.Gov](#)

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. In order to apply for a grant, the applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. Complete instructions can be found at www.grants.gov. **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs’ (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](#) Customer Support Hotline at **1-800-518-4726**.

Note: [Grants.gov](#) limits the use of specific characters in names of attachment files. Valid file names include only the characters shown in the table below. [Grants.gov](#) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&,” format.		

OVW strongly suggests using simple titles for all documents, such as “FY 2016 OVW Project Narrative.” Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the AOR. The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

1. *Step 1:* Go to Grants.gov. Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with SAM
3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with Grants.gov.

Downloading a Grant Application Package

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to Grants.gov.

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. AORs should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically for the Tribal Jurisdiction Program, scoring will be as follows:

1. Summary Data Sheet: **5 points**
2. Project Narrative: **65 points**
 - A. Description: *(55 points)*
 - B. Project Timeline: *(5 points)*
 - C. Who Will Implement: *(5 points)*
3. Tribal Resolution: **5 points**
4. Memorandum of Understanding: **10 points**
5. Budget Narrative and Detail Worksheet: **15 points**

While cost sharing or match-funding are not required, in the case of a tie, OVW may consider factors such as geographic distribution of funding.

Review and Selection Process

Peer Review

OVW will subject all applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use internal review, external review, or a combination of both.

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety and, if applicable, past performance and priority review. OVW reserves the right to deduct points from applications for the following reasons:

- Formatting and technical requirements
- Activities that compromise victim safety and recovery
- Out-of-scope activities
- Past grant performance

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below:

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

OVW grantees with significant past performance issues may not be considered for funding.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

High Risk Grantees

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

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2016.

F. Federal Award Administration Information

Federal Award Notice

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

Administrative and National Policy Requirements Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2014 OVW Solicitation Companion Guide:

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

1. [Civil Rights Compliance](#)
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

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

Violence Against Women Act Non-Discrimination Provision

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

Compliance with OVW Financial Requirements

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

Reporting

Reporting Requirements

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

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form may be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW Tribal Affairs Division Unit at OVW.TribalJurisdiction@usdoj.gov

For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Legal Assistance for Victims Program Certification Letter submitted with a Transitional Housing Program Application will not be transferred to the LAV Program application).

Application Document	Date Completed
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Narrative (Description, Project Timeline, and Who Will Implement)	
4. Memorandum of Understanding (MOU)	
5. Tribal Resolution	
6. Budget Detail Worksheet and Narrative	
7. Confidentiality Notice Form	
8. Application for Federal Assistance: SF 424	
9. Standard Assurances and Certifications	
10. Letter of Nonsupplanting	

11. Financial Accounting Practices	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
13. Summary of Current and Recent OVW Projects (if applicable)	
14. Summary of Current of Pending Non-OVW Grants to do the	
15. Same or Similar Work (if applicable)	

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

APPENDIX A

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

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

Consultants/Contracts

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

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

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

Rent

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

Audit Costs

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

Indirect Costs

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

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used

indefinitely. This includes state and local governments that have never negotiated an indirect cost rate.

Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered subrecipients and should be reimbursed for actual costs incurred for the project rather than on a fee-for-service basis. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Non-Federal contributions

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

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

Budget Detail Worksheet

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

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

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

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

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

The tribe will hire a Prosecutor. The Prosecutor will spend 20 hours each month reviewing and rewriting domestic violence, dating violence and violations of protection orders codes, as well as various policies and procedures. In addition, the prosecutor will spend the remainder of time handling the SDVCJ cases.

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

TOTAL PERSONNEL: \$ 212,700

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Worker's Compensation	\$70,500 x 1.00%	\$ 705

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

TOTAL FRINGE BENEFITS: \$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg.) x 5 people x 4 trips	\$ 10,000
Training and		Lodging	\$100 (avg.) x 3 nights x 6 people	\$ 7,200
Technical			x 4 trips	
Assistance		Per diem	\$ 50 (avg.) x 4 days x 6 people x	\$ 4,800
			4 trips	

\$22,000 of the required \$30,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: \$ 22,000

D. Equipment – List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items

should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL EQUIPMENT: 0

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

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875
Video Cameras	\$750/camera x 2 cameras	\$1,500

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence and dating violence who seek assistance from the program. The kits contain toiletries such as deodorant, shampoo, body wash, towels, wash clothes and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed. The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, and/or violations of protection orders.

TOTAL SUPPLIES: \$ 10,575

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL CONSTRUCTION: \$ 0

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

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

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	DV Training	\$650/day x 3 days	\$ 1,950
Indigent Defense Counsel	Legal Service	\$50/hr. x 30 hrs./month x 36 months	\$ 54,000

A Consultant/Trainer will provide a three day, on-site training on domestic violence and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of implementing SDVCJ, and reviewing and revising codes and laws in relation to domestic violence, dating violence, and/or protection order violations.

The Indigent Defense Counsel will establish and manage an Indigent Defense program. Attorneys from the newly established tribal bar association will be compensated at an hourly rate of \$50/hour.

Subtotal Consultant Fees: \$ 55,950

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

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

Subtotal Consultant Travel: \$ 8,705

\$8,000 of the required \$30,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for partner staff in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide training related to domestic violence.

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

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

The Court-Based Advocates will share a cellular phone so that they may be contacted 24 hour a day, 7 days a week to provide emergency services and transportation to victims.

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

TOTAL CONTRACTS AND CONSULTANTS: \$ 78,155

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training Manuals	\$ 25/manual x 25 manuals	\$ 625
Resource/Reference Manuals	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 titles	\$ 500
Rent	\$1.25/sq. foot x 978 sq. feet x 36 months	\$44,010
Utilities	\$200/month x 36 months	\$ 7,200

The training manuals will be purchased and used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

Resource/Reference Manuals will be developed for tribal and nontribal law enforcement, prosecutors and judges. Copies of the manuals will be provided to all units of tribal government and to victim services and social services agencies in the local community.

It is a long distance call for many victims in the more geographically remote areas of the reservation to reach the victim program office, and they do not have long distance telephone service. The victim service provider will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The victim service provider has previously developed brochures explaining the dynamics of domestic violence and detailing the services offered by the program. Updated copies that include information pertaining to SDVCJ need to be produced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each of the two brochures during the 36 month grant period.

Office space will need to be expanded to provide space for new staff positions under this project.

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

TOTAL OTHER COSTS: \$56,910

I. Indirect Costs – Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

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

TOTAL INDIRECT COSTS: \$ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant federal agency on January 1, 2015. (A copy of the fully executed, negotiated agreement is attached).

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

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 22,000
D. Equipment	\$ 0
E. Supplies	\$ 10,575
F. Construction	\$ 0
G. Consultants and Contracts	\$ 78,155
H. Other Costs	\$ 56,910
	Total Direct Costs \$412,821
I. Indirect Costs	\$ 28,183
	TOTAL PROJECT COSTS <u>\$ 441,004</u>
Federal Share Requested	\$ 441,004
Non-Federal (Match) Amount	\$ 0

APPENDIX B

Sample Letter of Registration

SAMPLE

Sample Letter of Registration

[Applicant Letterhead]

[Date]

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

Dear Director:

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

First Time [Grants.gov](https://www.grants.gov) Users ONLY - I understand that in order to submit an application for the FY 2016 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](https://www.grants.gov). I certify that [Insert Organization Name] began the registration process with [Grants.gov](https://www.grants.gov) on [Insert Registration Date].

OR

Repeat [Grants.gov](https://www.grants.gov) Users ONLY – I understand that upon application submission in [Grants.gov](https://www.grants.gov) the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](https://www.grants.gov), all information listed in [Grants.gov](https://www.grants.gov) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](https://www.grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

APPENDIX C

Sample Memorandum of Understanding (MOU)

SAMPLE

[Applicant Letterhead]

Sample Memorandum of Understanding

WHEREAS, [Applicant Tribe Legal Name], [Partner 1- Tribal Judge], [Partner 2- Tribal Prosecutor's Office], and [Partner 3- Tribal Attorney/General Counsel], [Partner 4- Tribal Law Enforcement], [Partner 5- Tribal Victim Services Program provider] and [Partner 6- optional other partner(s)] have come together to collaborate and to make an application for Office on Violence Against Women (OVW) Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction Program (Tribal Jurisdiction Program); and

WHEREAS, the partners listed below have agreed to enter into a partnership in which [Applicant Tribe Legal Name] is the lead and named applicant and the other programs are partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the partners; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the OVW on or before [application due date];

I) Description of Partners

For each of the MOU partners, include the agency/component name (i.e. Name of Tribe Tribal Council, Name of Tribe Attorney General's Office, Name of Tribe Counsel, Family Violence Prevention Program), the name and title of the representative that will participate in meetings of the partnership and/or be responsible for key activities, and their contact information (address, telephone number, and e-mail address) followed by a brief background description of the partner program and its work regarding domestic violence, dating violence, sexual assault, and/or stalking. Required partners for the Tribal Jurisdiction Program are:

- *the Federally-Recognized Tribe;*
- *Tribal Judge;*
- *Tribal Prosecutors Office;*
- *Tribal Attorney/General Counsel;*
- *Tribal Law Enforcement; and*
- *Tribal Victim Services Program provider.*

Tribes are encouraged, but not required, to consider including a Tribal Domestic Violence and Sexual Assault Coalition as an MOU partner if one is active in their area. Other partners which tribes may consider including as a part of the MOU: indigent defense counsel/public defender's office, court administrator, court services (pre-trial/probation), jail administrator, and other programs and partners that will contribute to the successful planning and implementation of the Tribal Jurisdiction Program in the tribal community.

II) History of Relationship

- *Provide a brief history of the collaborative relationship between the partners, including recent examples of similar work completed by the partners;*

- Describe the critical and long-range goals of the collaboration.

III) **Development of Application**

- Discuss the circumstances under which this application began and how recent collaboration aided in the development of the application
- Specify the extent of each party's participation in developing the application.

IV) **Roles and Responsibilities**

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

Clearly state the roles and responsibilities of each partner to ensure the success of the proposed project. Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds, e.g. office space, project staff, training, expertise. Demonstrate a commitment on the part of all partners to work together to achieve stated project goals and to sustain the project once grant funds are no longer available. Describe how the partners will collaborate with one another on key project goals.

- 1) **[Applicant Tribe Legal Name]** will **[broad description/role/responsibility]** to plan, implement, and exercise SDVCJ within the Indian Country of the **[Applicant Tribe Legal Name]**:
 - Specific contribution(s) described
- 2) **[Partner 1- Tribal Judge]** will **[broad description/role/responsibility]** to plan, implement, and exercise
 - Specific contribution(s) described
- 3) **[Partner 2-Tribal Prosecutor's Office]** will **[broad description/role/responsibility]** to plan, implement, and exercise SCDVJ within the Indian Country of the **[Applicant Tribe Legal Name]**:
 - Specific contribution(s) described
- 4) **[Partner 3- Tribal Attorney/General Counsel]** will **[broad description/role/responsibility]** to plan, implement, and exercise SDVCJSDVCJ within the Indian Country of the **[Applicant Tribe Legal Name]**:
 - Specific contribution(s) described
- 5) **[Partner 4- Tribal Law Enforcement]** will **[broad description/role/responsibility]** to plan, implement, and exercise SDVCJSDVCJ within the Indian Country of the **[Applicant Tribe Legal Name]**:
 - Specific contribution(s) described

- 6) **[Partner 5- Tribal Victim Services Program provider]** will **[broad description/role/responsibility]** to plan, implement, and exercise SDVC within the Indian Country of the **[Applicant Tribe Legal Name]**:
 - Specific contribution(s) described
- 7) **[Partner 6-optional other partner(s)]** will **[broad description/role/responsibility]** to plan, implement, and exercise SDVCJ within the Indian Country of the **[Applicant Tribe Legal Name]**:
 - Specific contribution(s) described
- 8) **[Applicant Tribe]** and **[Partner 1]** will collaborate in the following manner:
- 9) **[Applicant Tribe]** and **[Partner 2]** will collaborate in the following manner:
- 10) **[Applicant Tribe]** and **[Partner 5]** will collaborate in the following manner:
- 11) **[Partner 1]** and **[Partner 2]** will collaborate in the following manner:
- 12) **[Partner 3]** and **[Partner 4]** will collaborate in the following manner:

V) Timeline

The roles and responsibilities described above are contingent on **[Applicant Tribe Legal Name]** receiving funds requested for the project described in the OVW cooperative agreement application. Responsibilities under this Memorandum of Understanding coincide with the project period, anticipated to be **MM/DD/YYYY** through **MM/DD/YYYY**.

VI) Commitment to Partnership

- 1) The **[Applicant Tribe]** intends to plan, implement, and exercise Special Domestic Violence Criminal Jurisdiction in its Indian Country defined as: **specify the Indian Country of the Applicant Tribe where SDVCJ will be implemented.**
- 2) The partners agree to participate and work cooperatively to plan, implement, and exercise Special Domestic Violence Criminal Jurisdiction within the Indian Country of the **[Applicant Tribe Legal Name]**, described above, pursuant to the program narrative of the grant application attached to this agreement.
- 3) Compensation for non-lead partners' contribution to this project will be provided as outlined in the attached budget detail worksheet.
- 4) We, the undersigned have read and agree with this MOU. Further, we have reviewed and approved the proposed project narrative and budget.

By _____ Date _____
Authorized Representative Title, Applicant Tribe Legal Name

By _____ Date _____
Authorized Representative Title, Partner 1- Tribal Judge

By _____ Date _____
Authorized Representative Title, Partner 2-Tribal Prosecutor's Office

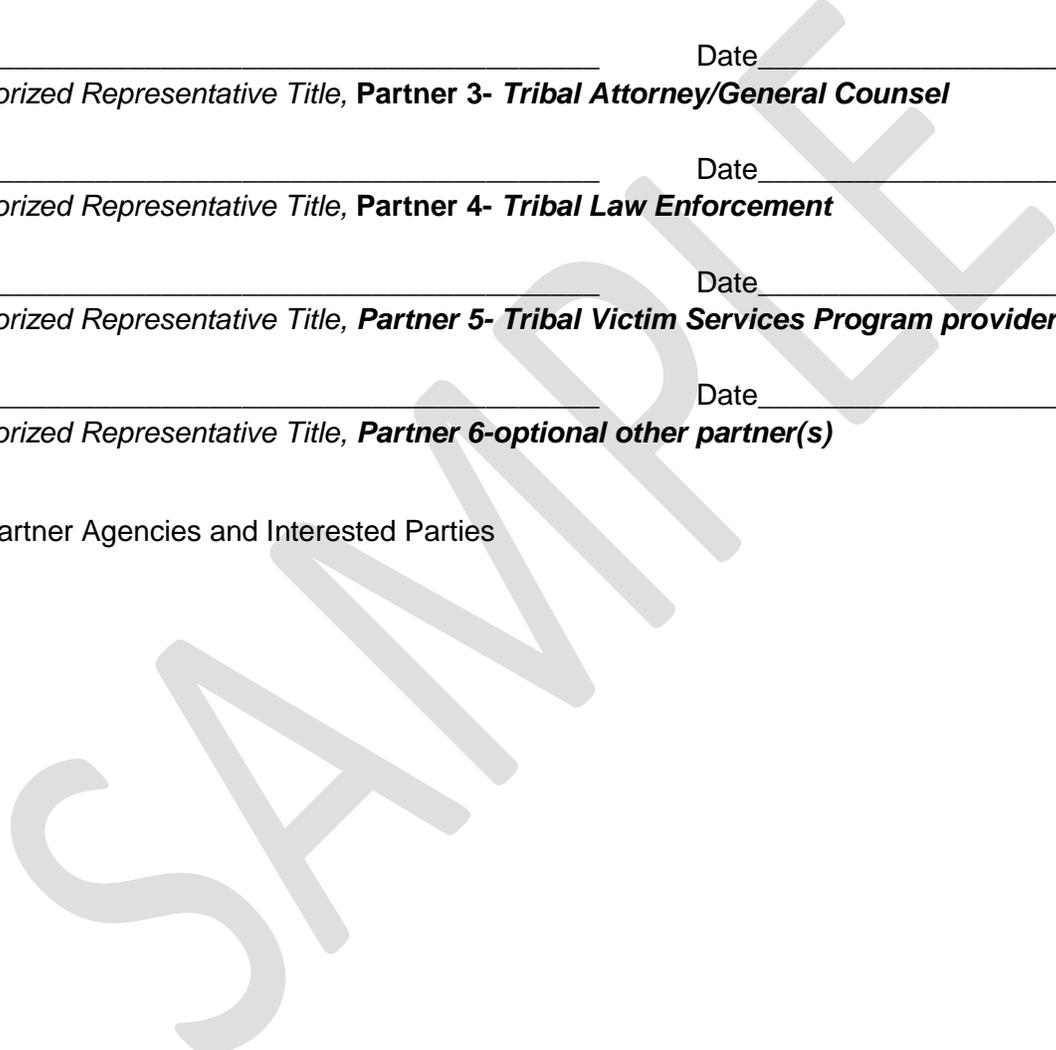
By _____ Date _____
Authorized Representative Title, Partner 3- Tribal Attorney/General Counsel

By _____ Date _____
Authorized Representative Title, Partner 4- Tribal Law Enforcement

By _____ Date _____
Authorized Representative Title, Partner 5- Tribal Victim Services Program provider

By _____ Date _____
Authorized Representative Title, Partner 6-optional other partner(s)

cc: Partner Agencies and Interested Parties



APPENDIX D

Questionnaire and Supporting Certifications

Note: The following questions and certifications are derived from the Appendix to Pilot Project for Tribal Jurisdiction over Crimes of Domestic Violence, 78 Fed. Reg. 71,645 (Nov. 29, 2013), available at <https://www.gpo.gov/fdsys/pkg/FR-2013-11-29/pdf/2013-28653.pdf>

SAMPLE

Questionnaire

The Right to Trial by an Impartial Jury

1. In a criminal proceeding in which the Tribe will exercise SDVCJ, will the Tribe provide to the defendant the right to a trial by an impartial jury that is drawn from sources that reflect a fair cross section of the community and do not systematically exclude any distinctive group in the community, including non-Indians? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

The Right to Effective Assistance of Counsel

2. In a criminal proceeding in which the Tribe will exercise SDVCJ and in which a term of imprisonment of any length may be imposed, will the Tribe provide to the defendant the right to effective assistance of counsel at least equal to that guaranteed by the United States Constitution? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

The Right to Indigent Defense Counsel

3. In a criminal proceeding in which the Tribe will exercise SDVCJ and in which a term of imprisonment of any length may be imposed, will the Tribe provide to each indigent defendant, at no cost to the defendant, the right to the assistance of a defense attorney licensed to practice law by any jurisdiction in the United States that applies appropriate professional licensing standards and effectively ensures the competence and professional responsibility of its licensed attorneys? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

4. For each licensed defense attorney that the Tribe anticipates will be appointed to represent an indigent defendant in a criminal proceeding in which the Tribe will exercise SDVCJ and in which a term of imprisonment of any length may be imposed, please provide a list of all jurisdictions in which the defense attorney is licensed to practice law. Please provide a separate list of jurisdictions for each attorney (who can be identified either by name or anonymously as “Attorney 1,” “Attorney 2,” etc.).

The Right to a Law-Trained, Licensed Judge

5. In a criminal proceeding in which the Tribe will exercise SDVCJ and in which a term of imprisonment of any length may be imposed, will the Tribe provide to the defendant the right to a criminal proceeding presided over by a judge who has sufficient legal training to preside over criminal proceedings and is licensed to practice law by any jurisdiction in the United States? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

6. For each judge that the Tribe anticipates will preside over a criminal proceeding in which the Tribe will exercise SDVCJ and in which a term of imprisonment of any length may be imposed, please provide (a) a brief description of the judge’s legal training to preside over criminal proceedings, and (b) a list of all jurisdictions in which that judge is licensed to practice law. Please provide a separate answer for each judge (who can be identified either by name or anonymously as “Judge 1,” “Judge 2,” etc.).

The Right to Publicly Available Laws and Rules

7. In a criminal proceeding in which the Tribe will exercise SDVCJ and in which a term of imprisonment of any length may be imposed, will the Tribe, prior to charging the defendant, make publicly available the criminal laws (including regulations and interpretative documents), rules of evidence, and rules of criminal procedure (including rules governing the recusal of judges in appropriate circumstances) of the tribal government? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

The Right to Records of the Criminal Proceeding

8. In a criminal proceeding in which the Tribe will exercise SDVCJ and in which a term of imprisonment of any length may be imposed, will the Tribe maintain a record of the criminal proceeding, including an audio or other recording of the trial proceeding? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

The Right to Timely Notice of Federal Habeas Corpus Rights and Privileges

9. Will the Tribe provide to each person detained by order of the Tribe timely notice of the person’s rights and privileges to file in a court of the United States a petition for a writ of habeas corpus under 25 U.S.C. 1303 and a petition to stay further detention under 25 U.S.C. 1304(e)? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right to timely notice.

Other Rights Protected by the Indian Civil Rights Act of 1968

10. In a criminal proceeding in which the Tribe will exercise SDVCJ, will the Tribe provide to the defendant all applicable rights under the Indian Civil Rights Act of 1968, as amended, including but not limited to (a) the right of the people to be secure in their persons, houses, papers, and effects against unreasonable search and seizures, and not to be subjected to a warrant unless it was issued upon probable cause, was supported by oath or affirmation, and particularly described the place to be searched and the person or thing to be seized; (b) the right not to be twice put in jeopardy for the same offense; (c) the right not to be compelled to be a witness against himself; (d) the right to a speedy and public trial; (e) the right to be informed of the nature and cause of the accusation; (f) the right to be confronted with the witnesses against him; (g) the right to have compulsory process for obtaining witnesses in his favor; (h) the right to be free from excessive bail; (i) the right to be free from excessive fines; (j) the right against cruel and unusual punishments; (k) the right to the equal protection of the Tribe’s laws; (l) the right not to be deprived of liberty or property without due process of law; (m) the right not to be subjected to an ex post facto law; and (n) the right to a trial by jury of not less than six persons? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect these rights.

Tribal Criminal Jurisdiction

11. Will the Tribe exercise SDVCJ over a defendant only for criminal conduct constituting, within the meaning of 25 U.S.C. 1304, either (a) an act of domestic violence or dating violence that occurs in the Indian country of the Tribe, or (b) an act that occurs in the Indian country of the Tribe and violates the portion of a protection order that (1) prohibits or provides protection

against violent or threatening acts or harassment against, sexual violence against, contact or communication with, or physical proximity to, another person; (2) was issued against the defendant; (3) is enforceable by the Tribe; and (4) is consistent with 18 U.S.C. 2265(b)? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

12. In a criminal proceeding in which the Tribe will exercise SDVCJ, will the Tribe convict a non-Indian defendant at trial only if the Tribe proves that the alleged victim is an Indian? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

13. In a criminal proceeding in which the Tribe will exercise SDVCJ, will the Tribe convict a defendant at trial only if the Tribe proves that the defendant resides in the Indian country of the Tribe; is employed in the Indian country of the Tribe; or is a spouse, intimate partner, or dating partner either of a member of the Tribe or of an Indian who resides in the Indian country of the Tribe? Please answer “Yes” or “No.” Please provide relevant legal materials detailing the safeguards that the Tribe’s criminal justice system has in place to protect this right.

Other Considerations

14. The Tribe may provide any additional information or relevant legal materials addressing the Tribe’s readiness to commence exercising SDVCJ while protecting defendants’ rights, consistent with 25 U.S.C. 1304. Additional information or relevant legal materials may focus on any of the following topics: (a) the Tribe’s history of compliance with the Indian Civil Rights Act of 1968, as amended; (b) the Tribe’s recent history, following the 2010 enactment of 25 U.S.C. 1302(b)–(c), of imposing total terms of imprisonment of more than one year; (c) the Tribe’s formal or informal policies for coordinating with federal or state criminal investigators and prosecutors in cases where the Tribe may have concurrent criminal jurisdiction; (d) the Tribe’s efforts to combat domestic violence and dating violence, including issuing and enforcing protection orders; (e) the Tribe’s efforts to protect the rights and safety of victims of domestic violence and dating violence; (f) the Tribe’s methods for summoning, selecting, and instructing jurors; (g) the Tribe’s efforts to strengthen law enforcement, prosecution, trial and appellate courts, probation systems, detention and correctional facilities, alternative rehabilitation centers, culturally appropriate services and assistance for victims and their families, criminal codes, rules of criminal procedure, rules of appellate procedure, rules of evidence, and the capacity of law enforcement or court personnel to enter information into and obtain information from national crime information databases; (h) the Tribe’s needs for training, technical assistance, data collection, and evaluation of the Tribe’s criminal justice system; (i) the date on which the Tribe would like to commence exercising SDVCJ; (j) the Tribe’s plans to notify the public before commencing to exercise SDVCJ; and (k) any other pertinent topic that the Tribe would like the OVV to consider when reviewing the Tribe’s Questionnaire.

Supporting Certifications

The completeness and accuracy of the Questionnaire must be certified by (1) the chief executive officer of the Tribe (e.g., the tribal chairperson, president, governor, principal chief, or other equivalent official); (2) the chief judicial officer of the Tribe (e.g., the tribal chief justice, chief judge, or other equivalent official); (3) the chief legal officer of the Tribe (e.g., the tribal attorney general, attorney, general counsel, or other equivalent official); and (4) the person authorized by the Tribe's governing body to be the Tribe's point of contact (POC) for OVW in this Questionnaire process. The POC may be either one of the three officers listed above or a fourth individual selected by the Tribe's governing body. Each of these individuals must sign and certify the Questionnaire.

Certification of the Tribe's Chief Executive Officer

1. I am the chief executive officer of **[enter the name of the requesting tribe]** ("the Tribe").
2. I certify that I have read the Indian Civil Rights Act, as amended, 25 U.S.C. 1301– 1304, including the amendments made by VAWA 2013.
3. I certify that, to the best of my knowledge, information, and belief, formed after an inquiry that is reasonable under the circumstances, the answers to this Questionnaire are complete and accurate.
4. I certify that, to the best of my knowledge, information, and belief, formed after an inquiry that is reasonable under the circumstances, the criminal justice system of the Tribe has adequate safeguards in place to protect defendants' rights, consistent with 25 U.S.C. 1304.

Signature:

Date:

Name:

Title or Position:

Address:

City/State/Zip:

Phone:

Email:

Certification of the Tribe's Chief Judicial Officer

1. I am the chief judicial officer of **[enter the name of the requesting tribe]** ("the Tribe").
2. I certify that I have read the Indian Civil Rights Act, as amended, 25 U.S.C. 1301–1304, including the amendments made by VAWA 2013.
3. I certify that, to the best of my knowledge, information, and belief, formed after an inquiry that is reasonable under the circumstances, the answers to this Questionnaire are complete and accurate.

4. I certify that, to the best of my knowledge, information, and belief, formed after an inquiry that is reasonable under the circumstances, the criminal justice system of the Tribe has adequate safeguards in place to protect defendants' rights, consistent with 25 U.S.C. 1304.

Signature:

Date:

Name:

Title or Position:

Address:

City/State/Zip:

Phone:

Email:

Certification of the Tribe's Chief Legal Officer

1. I am the chief legal officer of **[enter the name of the requesting tribe]** ("the Tribe").
2. I certify that I have read the Indian Civil Rights Act, as amended, 25 U.S.C. 1301–1304, including the amendments made by VAWA 2013.
3. I certify that, to the best of my knowledge, information, and belief, formed after an inquiry that is reasonable under the circumstances, the answers to this Questionnaire are complete and accurate.
4. I certify that, to the best of my knowledge, information, and belief, formed after an inquiry that is reasonable under the circumstances, the criminal justice system of the Tribe has adequate safeguards in place to protect defendants' rights, consistent with 25 U.S.C. 1304.

Signature:

Date:

Name:

Title or Position:

Address:

City/State/Zip:

Phone:

Email:

Certification of the Tribe's Point of Contact

1. I have been authorized by the governing body of **[enter the name of the requesting tribe]** ("the Tribe") to serve as the Tribe's point of contact (POC) with the Department of Justice's Office on Violence Against Women (OVW) on the Tribe's Tribal Jurisdiction Program grant project.

2. I certify that I have read the Indian Civil Rights Act, as amended, 25 U.S.C. 1301– 1304, including the amendments made by VAWA 2013.

3. I certify that, to the best of my knowledge, information, and belief, formed after an inquiry that is reasonable under the circumstances, the answers to this Questionnaire are complete and accurate.

4. I certify that I will make best efforts, for the remainder of the grant project's duration, to promptly answer questions from OVW about the Tribe's criminal justice system; to promptly update any answers to this Questionnaire if they become incomplete, inaccurate, or outdated; to promptly fix any omissions in the Questionnaire; and to promptly submit any additions, deletions, or corrections to the Questionnaire.

Signature:

Date:

Name:

Title or Position:

Address:

City/State/Zip:

Phone:

Email:

SAMPLE

APPENDIX E

Summary of Current and Recent OVW Projects

SAMPLE

Summary of Current and Recent OVW Projects

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

APPENDIX F

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

SAMPLE

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

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