



Administration for Children and Families

**Administration on Children, Youth and Families (ACYF)/
Family and Youth Services Bureau (FYSB)**

Family Violence Prevention and Services/Domestic Violence Shelter and Supportive
Services/Grants to Native American Tribes (including Alaska Native Villages) and Tribal
Organizations

HHS-2017-ACF-ACYF-FVPS-1211
Application Due Date: July 10, 2017

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES**

Program Office: Administration on Children, Youth and Families
(ACYF), Family and Youth Services Bureau (FYSB)

Funding Opportunity Title: Family Violence Prevention and Services/Domestic
Violence Shelter and Supportive Services/Grants to
Native American Tribes (including Alaska Native
Villages) and Tribal Organizations

Announcement Type: Mandatory

Funding Opportunity Number: HHS-2017-ACF-ACYF-FVPS-1211

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Due Date for Applications: July 10, 2017

Executive Summary:

This announcement governs the proposed award of formula grants under the Family Violence Prevention and Services Act (FVPSA) to Native American Tribes (including Alaska Native villages) and tribal organizations. The purpose of these grants is to: 1) assist tribes in efforts to increase public awareness about, and primary and secondary prevention of, family violence, domestic violence, and dating violence; and 2) assist tribes in efforts to provide immediate shelter and supportive services for victims of family violence, domestic violence, or dating violence, and their dependents (42 U.S.C. §10401(b)(1)-(2)).

I. FUNDING OPPORTUNITY DESCRIPTION

Statutory Authority

The statutory authority for this program is 42 U.S.C. §10401 et seq., hereinafter cited by section number only.

Description

Awards under this FVPSA funding opportunity announcement are administered through the Administration on Children, Youth and Families (ACYF) Family and Youth Services Bureau (FYSB). They are designed to assist tribes in their efforts to support the establishment, maintenance, and expansion of programs and projects: 1) to prevent incidents of family violence, domestic violence, and dating violence; 2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and 3) to provide

specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations (§10406(a) as applied pursuant to §10409(c)).

In fiscal year (FY) 2016, the Department of Health and Human Services (HHS) agencies, including the Administration for Children and Families (ACF), consulted with tribal governments on all of the grant programs administered by ACF. FVPSA-related issues, such as grant award dates and variations in award amounts, were addressed during each of the consultations.

During FY 2016, ACYF/FYSB awarded FVPSA formula grants to 134 tribes or tribal organizations in support of 238 tribes; 56 states and territories; and 56 nonprofit State Domestic Violence Coalitions. In addition, ACYF/FYSB supplied additional funding for multi-year FVPSA discretionary grants to one National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women; one National Resource Center on Domestic Violence; four special issue, four emerging issue, and three culturally specific issue resource centers; demonstration grants under the Specialized Services for Abused Parents and Their Children Program; and the National Domestic Violence Hotline. In addition, ACYF/FYSB funded the last year of its demonstration grants for integrating trauma-informed practices in culturally specific community-based programs.

Trauma-Informed Practices and Interventions

Awards governed by this funding opportunity announcement and other current fiscal year expenditures are designed to ensure that effective interventions and trauma-informed practices are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of individuals and families, including those who are experiencing the effects of domestic or dating violence.

Tribal grantees have a critical role in furthering ACYF/FYSB priorities by incorporating trauma-informed interventions in all of their services funded by FVPSA. In particular, services must be provided on a voluntary basis; and no condition may be applied for the receipt of emergency shelter (§10408(d)(2)).

Tribes and tribal organizations are strongly encouraged to leverage the expertise of the FVPSA-funded National Indigenous Women's Resource Center, Inc., a Native nonprofit organization created specifically to serve as the National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women and the National Center on Domestic Violence, Trauma, and Mental Health to infuse programs with best and promising practices on trauma-informed interventions.

Definitions – for the purposes of this funding opportunity

Tribes and tribal organizations are required to use the following definitions in carrying out FVPSA-funded programs and activities.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall

be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Family Violence: Any act or threatened act of violence, including any forceful detention of an individual, that: (a) results in or threatens to result in physical injury; and (b) is committed by a person against another individual (including an elderly person) to whom such person is, or was, related by blood or marriage, or otherwise legally related, or with whom such person is, or was, lawfully residing.

In 1984 when FVPSA was first named and authorized, the term “family violence” was commonly used as synonymous with “domestic violence” (violence between intimate partners). However, “family violence” is still often used more broadly to encompass the diverse forms of violence that occur within families, including child maltreatment, domestic violence and elder abuse. For clarity and in keeping with the historical FVPSA “family violence” interpretation, the term will continue to be used more narrowly and as interchangeable with “domestic violence.”

Additionally, the definitions of family and domestic violence apply to individuals and relationships regardless of actual or perceived sexual orientation or gender identity.

Federally Recognized Tribes: A federally recognized tribe is an American Indian or Alaska Native tribal entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and which is eligible for funding and services from the Bureau of Indian Affairs (BIA).

Furthermore, federally recognized tribes are recognized as possessing certain inherent rights of self-government (i.e., tribal sovereignty) and are entitled to receive certain federal benefits, services, and protections because of their special relationship with the United States. At present, there are 566 federally recognized American Indian and Alaska Native tribes and villages (<http://www.bia.gov/FAQs/>).

Indian Tribe: Any Indian tribe, band, nation, or other organized group or community, 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.

Intimate Partner Violence: A term used interchangeably with “domestic violence, or dating violence.

Native American Tribe: An alternative term for *Indian tribe*.

Personally Identifying Information or Personal Information: Any individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number, driver's license number, passport number, or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Shelter: The provision of temporary refuge and supportive services in compliance with applicable state law (including regulation) governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents.

State Domestic Violence Coalition: A statewide, nongovernmental nonprofit 501(c)(3), private domestic violence service organization with a membership that includes a majority of the primary-purpose domestic violence service providers in the state and has board membership representative of primary-purpose domestic violence service providers and that may include representatives of the communities in which the services are being provided in the state; has as its purpose to provide education, support, and technical assistance to such service providers to enable the providers to establish and maintain shelter and supportive services for victims of domestic violence and their dependents; and serves as an information clearinghouse, primary point of contact, and resource center on domestic violence for the state; and supports the development of policies, protocols, and procedures to enhance domestic violence intervention and prevention in the state.

Supportive Services: Services for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents. These services are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety; and provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

Tribal Consortium: A partnership between one or more tribes (including qualifying Alaska Native villages and entities) that authorizes a single tribal organization or nonprofit to submit an application and administer the FVPSA grant funds on their behalf.

Tribally Designated Official: An individual designated by an Indian tribe, tribal organization, or nonprofit private organization authorized by an Indian tribe to administer a grant awarded under §10409.

Tribal Organization: The recognized governing body of any Indian tribe; any legally established organization of Indians that is controlled, sanctioned, or chartered by such governing body or is democratically elected by the adult members of the Indian community to be served by such organization and that includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization; provided that, in any case

where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant.

Tribe: A Reference to *Indian Tribe* used for brevity.

Underserved Populations: Populations who face barriers in accessing and using victim services, including populations underserved because of geographic location, religion, sexual orientation, gender identity, race and ethnicity, special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of HHS, as appropriate.

Use of Funds

FVPSA funds awarded to grantees should be used for activities described in §10408(b)(1) (as applied pursuant to §10409(e)):

Shelter

- Provision of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter.

Supportive Services

- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist victims of family violence, domestic violence, and dating violence, and their dependents, in recovering from the effects of the violence.
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services.
- Provision of culturally and linguistically appropriate services.
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.
- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including: 1) assistance in accessing related federal and state financial assistance programs; 2) legal advocacy to assist victims and their dependents; 3) medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic

empowerment services; and 6) parenting and other educational services for victims and their dependents.

- Provision of prevention services, including outreach to underserved populations. (Note: Tribes and tribal subpopulations are also considered underserved populations. *See Section I. Funding Opportunity Description/Definitions, for “underserved” definition.*)
- Assistance in developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being.

Client Confidentiality

In order to ensure the safety of adult, youth, and child victims of family violence, domestic violence, or dating violence, and their families, FVPSA-funded programs must establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided services family violence, domestic violence, and dating violence. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used (§10406(c)(5)) as applied per §10409(c).

In the annual Performance Progress Report (PPR), grantees must collect unduplicated data from each program. Client-level data cannot be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release as described in §10406(c)(5). The address or location of any FVPSA-supported shelter facility shall, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (§10406(c)(5)(H)) and the confidentiality of records pertaining to any individual provided family violence, domestic violence, and dating violence services by any FVPSA-supported program must be strictly maintained.

FVPSA Tribal Meetings

One or more grantee representatives should plan to attend FVPSA-sponsored grantee conferences, meetings (including peer-to-peer mentoring) or conference calls as directed by the FVPSA program throughout the grant’s project period. Grantees may use grant funding to support the travel of up to two participants for the in-person meetings. Subsequent correspondence will advise the grantees of the date, time, and location of each event. For budgeting purposes, please plan on one in-person meeting in Year 1 and one in-person meeting in Year 2 of the project period.

Coordinated and Accessible Services

The impacts of intimate partner violence may include physical injury and death of primary or secondary victims, psychological trauma, isolation from family and friends, harm to children living with a parent or caretaker who is either experiencing or perpetrating intimate partner violence, increased fear, reduced mobility, damaged credit, employment and financial instability, homelessness, substance abuse, chronic illnesses, and a host of other health and related mental health consequences. In tribal communities, these dynamics may be compounded by barriers including the isolation of vast rural and remote areas, the concern

for safety in isolated settings, lack of housing and shelter options, and the transportation requirements over long distances. These factors heighten the need for the coordination of the services through an often-limited delivery system. To help bring about a more effective response to the problems of family violence, domestic violence, or dating violence, HHS urges tribes and tribal organizations receiving funds under this funding opportunity to coordinate activities and related issues and to consider joining a consortium of tribes to coordinate service delivery where appropriate.

It is essential that community service providers are involved in the design and improvement of intervention and prevention activities. Coordination and collaboration among victim services providers; community-based, culturally specific, and faith-based services providers; housing and homeless services providers; and tribal, federal, state, and local public officials and agencies are needed to provide more responsive and effective services to victims of family violence, domestic violence, and dating violence, and their families. Pursuant to FVPSA, states and state domestic violence coalitions are required to coordinate and collaborate with tribes and tribal organizations to support effective community-based and statewide responses to family, domestic, and dating violence. ACYF/FYSB urges tribes and tribal organizations to work with states and state domestic violence coalitions to support collaboration and to help ensure tribal members are served appropriately in non-Native domestic violence programs. Pursuant to FVPSA, tribes and tribal organizations are also eligible entities to receive FVPSA state formula funds. Where appropriate and in deference to tribal sovereignty, tribes are encouraged to apply for FVPSA state formula grants and become involved in state planning and state domestic violence coalition needs assessments. For additional information, please contact the FVPSA state administrator in your state to learn more about the state funding processes. Please see: <http://www.acf.hhs.gov/programs/fysb/resource/fvpsa-state-admin>.

To serve victims most in need and to comply with federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, sexual orientation, race, color, national origin, gender identity, or religion. A program funded under FVPSA is not required to include any individual in any program or activity without taking into consideration that individual's sex in those certain instances where sex is a bona fide occupational qualification or programmatic factor reasonably necessary to the normal or safe operation of that particular program or activity. However, if sex segregation or sex-specific programming is essential to the normal or safe operation of the program, grantees and subgrantees must provide comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming, including access to a comparable length of stay, supportive services, and transportation as needed to access services. In addition, grantees and subgrantees must support their justification with an assessment of the facts and circumstances surrounding the specific program, including an analysis of factors, and take into account established field-based best practices and research findings, as applicable. Additionally, tribes must assist all individuals seeking services and may not restrict services to tribal members.

The HHS Office for Civil Rights provides guidance that may assist grantees in complying with civil rights laws that prohibit discrimination on these bases. Please see: <https://www.hhs.gov/civil-rights/for-individuals/index.html>. HHS also provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable

steps to provide meaningful access to federally assisted programs by persons with limited English proficiency. Please see:

<http://www.hhs.gov/ocr/civilrights/resources/specialtopics/lep/index.html>.

Additionally, HHS provides guidance regarding access to HHS-funded services for immigrant survivors of domestic violence. Access for immigrant victims of family violence or dating violence to HHS-funded services is similar to that for immigrant domestic violence victims. Please see:

www.hhs.gov/ocr/civilrights/resources/specialtopics/origin/domesticviolencefactsheet.html and <http://www.acf.hhs.gov/fysb/resource/recipients-of-federal-financial-assistance-20160805>.

II. AWARD INFORMATION

Subject to the availability of federal appropriations and as authorized by law, in FY 2017, ACYF/FYSB will allocate 10 percent of the appropriation available according to §10403(a) to tribes for the establishment and operation of shelters (including safe houses), and the provision of supportive services or prevention services to adults and youth victims of family violence, domestic violence, or dating violence, and their dependents.

Every federally recognized tribe is eligible to apply. The amount available for each grantee is based on how many tribes apply. Each tribe that applies (whether on its own or as part of a consortium) receives an allocation of the funds based on the tribe's population.

In computing tribal allocations, ACYF/FYSB will use the latest available population figures available from the Census Bureau. Where Census Bureau data are unavailable, ACYF/FYSB will use figures from BIA's Indian Population and Labor Force Report, which is available at: www.bia.gov/WhatWeDo/Knowledge/Reports/index.htm.

The formula has two parts: the tribal population base allocation and a population category allocation.

Base allocations are determined by a tribe's population and a fund allocation schedule. Tribes with populations between 1 and 50,000 people receive a \$2,500 base allocation for the first 1,500 people. For each additional 1,000 people above the 1,500 person minimum, a tribe's base allocation is increased \$1,000. Tribes with populations between 50,001 and 100,000 people receive base allocations of \$125,000, and tribes with populations of 100,001 to 150,000 receive a base allocation of \$175,000.

Once the base allocations have been distributed to the tribes that have applied for FVPSA funding, the ratio of the tribal population category allocation to the total of all base allocations is then considered in allocating the remainder of the funds. By establishing base amounts with distribution of proportional amounts for larger tribes, FYSB is balancing the need for basic services for all tribes while recognizing greater demand for services among tribes with larger populations. In FY 2016, actual grant awards ranged from \$17,691 to \$1,592,236.

Tribes with smaller populations are encouraged to apply for FVPSA funding as a consortium. In a tribal consortium, the populations of all of the tribes involved are used to calculate the

award amount. The allocations for each of the tribes included in the consortium will be combined to determine the total grant for the consortium. Once awards have been made, the lead applicant responsible for administering the grant determines how to distribute and/or use funding.

Being part of a consortium is a decision of the individual tribe and may be different each funding year. If the needs of the tribe are no longer being met as part of a consortium, the tribe may apply directly for FVPSA funding with the next funding opportunity announcement.

Length of Project Periods

FVPSA tribal formula grant awards will be used to perform planned services and activities that take place within a 2-year project period. The project period for this award is from October 1, 2016, to September 30, 2018.

Expenditure Period

The expenditure period under this program announcement is 24 months. The FVPSA funds may be used for expenditures starting October 1 of each fiscal year for which they are granted, and will be available for expenditure through September 30 of the following fiscal year.

Award Year (Federal Fiscal Year)	Project Period (24 Months)	Expenditure Period
FY 2017	10/01/2016 – 9/30/2018	Regardless of the date the award is received, these funds may be expended by the grantee for obligations incurred since October 1, 2016. Expenses can be incurred through September 30, 2017.

III. ELIGIBILITY INFORMATION

Tribes, tribal organizations, and nonprofit private organizations authorized by a tribe, as defined in *Section I. Funding Opportunity Description/Definitions* of this announcement, are eligible for funding under this program. A tribe has the option to authorize a tribal organization or a nonprofit private organization to submit an application and administer the grant funds awarded under this grant (§10409(b)). Tribes may apply singularly or as part of a tribal consortium.

Additional Information on Eligibility

Federally recognized tribes as defined in *Section I. Funding Opportunity Description/Definitions* are eligible for funding under this announcement.

DUNS Number and System for Award Management (SAM) Requirement

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active

registration with the System for Award Management (SAM.gov, www.sam.gov). Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e., Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for or renew a registration at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM before submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an Operating Division (OPDIV); and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

IV. APPLICATION AND SUBMISSION INFORMATION

On October 1, 2013, ACF implemented required electronic application submission of State and/or tribal plans via the [Online Data Collection System \(OLDC\)](#) for all mandatory grant programs. (See 78 FR 60285-60286, October 1, 2013). Mandatory grant applicants are required to use the OLDC to submit the Application for Federal Assistance SF-424 Mandatory Form (SF-424M) and upload all required documents. The form is available to applicants and grantees within the OLDC system at: <https://extranet.acf.hhs.gov/oldcdocs/materials.html>. ACF will not accept paper applications, or those submitted via email or facsimile, without an approved exemption.

Request an Exemption from Required Electronic Submission

ACF recognizes that some of the applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit uploading large files to the Internet through the OLDC system. To accommodate such applicants, ACF is instituting an exemption procedure, on a case-by-case basis, that will allow such applicants to submit hard copy, paper tribal plans, and reporting forms by the United States Postal Service, hand-delivery, recipient courier, overnight/express mail couriers, or other representatives of the recipient.

Additionally, on a case-by-case basis, we will consider requests to accept hard copy, paper

submissions of tribal plans and reporting forms when circumstances such as natural disasters occur (floods, hurricanes, etc.); or when there are widespread disruptions of mail service; or in other rare cases that would prevent electronic submission of the documents.

Applicants will be required to submit a written statement to ACF that the recipient qualifies for an exemption under one of these grounds: lack of Internet access; limited computer capacity that prevents the uploading of large files to the Internet; the occurrence of natural disasters (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases that would prevent electronic submission of the documents.

Exemption requests will be reviewed and the applicant will be notified of a decision to approve or deny the request. Requests should state that the exemption is for submission of the SF-424M and tribal plan/application (including application forms/attachments/assurances/certifications). The written statement must be sent to the Program Office as identified in *Section VIII. Agency Contact* of this funding opportunity announcement. Requests must be received on or before the due date for applications listed in this funding opportunity announcement. Exemption requests may be submitted by regular mail or by email.

PPR (applicable to grant recipients only), or Federal Financial Reports (FFR) (applicable to grant recipients only) exemption requests will be reviewed and the grant recipient will be notified of a decision to approve or deny the request. PPR exemption requests (for grant recipients only) must be made by contacting the program officer as identified in *Section VIII. Agency Contact* of this funding opportunity announcement. FFR exemption requests (for grant recipients only) must be made by contacting the Office of Grants Management point of contact shown in *Section VIII. Agency Contact* of this funding opportunity announcement.

In all cases, the decision to allow an exemption to accept submission of hard copy, paper tribal plans/applications (and application forms/attachments/assurances/certifications) and reporting forms (applicable to grant recipients only) will rest with the Program Office listed in this announcement and/or ACF's Office of Grants Management. Exemptions are applicable only to the federal fiscal year in which they are received and approved. If an exemption is necessary for a future federal fiscal year, a request must be submitted during each federal fiscal year for which an exemption is necessary.

Forms, Assurances, Certifications, and Policy

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, certifications and policy. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms/Certifications	Description	Where Found
SF-424M	This is a required Standard Form. Application for Federal Assistance – Mandatory NOTE: Information for the SF-424M is entered directly into the OLDC system – uploading a copy is not required.	www.Grants.gov Forms Repository/Active Forms.
Assurances of Compliance with Grant Requirements	Required of all applicants at the time of their application.	See Appendix A for the complete policy description.
Certification Regarding Lobbying	Required of all applicants at the time of their application. If not available with the application, it must be submitted prior to the award of the grant.	Available at http://www.acf.hhs.gov/grants-forms .
SF-LLL - Disclosure of Lobbying Activities	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL Disclosure of Lobbying Activities Form	"Disclosure of Lobbying Activities" is available at http://www.acf.hhs.gov/grants-forms .

The Project Description

This section includes the application requirements for FVPSA grants to federally recognized tribes (including Alaska Native Villages), Tribal Organizations, and nonprofit private organizations authorized by a tribe.

The application, including all required forms, assurances and certifications, must be signed by the Tribally Designated Official (*see Section 1. Funding Opportunity Description/Definitions*). The application must contain the following Project Description information in the specific order shown below:

A. Cover Letter

A cover letter addressed to ACF, on the applicant's letterhead with the following information:

- (1) Name and mailing address of the tribe, tribal organization, or nonprofit private organization applying for the FVPSA grant.
- (2) Name of the Tribally Designated Official authorized to administer this grant, along with the Official's telephone number, fax number, and e-mail address.
- (3) Name of a Program Contact designated by the Tribally Designated Official to administer and coordinate programming on a day to day basis, including the Program Contact's telephone number, fax number, and e-mail address.
- (4) Employer Identification Number (EIN) of the entity submitting the application.
- (5) A 9-digit DUNS number (Data Universal Number System) of the entity submitting the application (see *Section III. Eligibility/DUNS Number and System for Award Management (SAM) Requirement*).
- (6) Confirmation that the tribe is federally recognized (e.g., name of tribe is in Federal Register <http://www.bia.gov/cs/groups/public/documents/text/idc1-029079.pdf> or on the Bureau of Indian Affairs Tribal Directory list <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory>).
- (7) Signature of the Tribally Designated Official and the date signed.

In addition to the above, the following information is required for an application from a Tribal Consortium (*see Section 1. Funding Opportunity Description/Definitions*):

- (8) Name of each tribe in the consortium.
- (9) EIN of each tribe in the consortium.
- (10) DUNS number of each tribe in the consortium.
- (11) Confirmation that each tribe in the consortium is federally recognized (*see 6 above*).

B. Statement of Need

A description of the need for services including:

- (1) Service area(s) and population(s) to be served.
- (2) Number of victims of domestic violence, dating violence, and their dependents that the applicant estimates it will serve through shelter and supportive services annually.
- (3) Barriers that victims of domestic violence, dating violence, and their dependents are experiencing in the applicant's service area(s) and the challenges that the applicant is experiencing in providing services.

C. Services to be Provided

- (1) A description of the activities and services that will be provided in whole or in part with FVPSA funds including:
 - a) How the applicant will provide shelter (*see Section 1. Funding Opportunity Description/Definitions*) to adult and youth victims of domestic violence, dating violence, and their dependents. Please note that victims of sexual assault may be included when the sexual assault relates specifically to a victim of domestic or dating violence. The description must include how

shelter will be provided to all victims regardless of sex, sexual orientation, gender, or gender identity. If the applicant does not have its own shelter, then describe how it will use FVPSA funds to provide shelter in alternative ways such as hotels, safe houses, referrals or subcontracts with shelter programs in the area, or other expenses associated with placing a victim in another entity's shelter (e.g., transportation to that facility or the personnel costs for an advocate responsible for coordinating shelter).

- b) Supportive services (*see Section 1. Funding Opportunity Description/Use of Funds for a complete description*) that will be provided to adult and youth victims of domestic violence, dating violence which may include:
 - i. Individual and group counseling, peer support groups, and referral to community-based services.
 - ii. Services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services.
 - iii. Culturally and linguistically appropriate services.
 - iv. Services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.
 - v. Advocacy, case management services, safety planning and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention.
 - vi. Prevention services, including outreach to underserved populations.

- (2) A description of all other services that will be provided to victims of family violence, domestic violence, dating violence and their dependents that will be supported by other funding sources outside of FVPSA. The purpose of this element is to ensure that FVPSA has a good understanding of the applicant's total program for serving victims of domestic and dating violence and their dependents.

D. Budget Narrative

- (1) Provide a narrative (not a detailed line item budget) to describe how you will use FVPSA funds to support planned activities and services as described in Section C (1) above that may include for example:
 - a) Staff positions and titles along with the responsibilities and duties for each including an estimated percentage of effort funded by FVPSA.
 - b) Training and technical assistance activities that may include travel to conferences, meetings and other associated costs.
 - c) Development of public awareness and prevention materials.
 - d) Shelter facility rent, utilities, maintenance, etc.

- e) Client support costs such as transportation, food, clothing, etc.
- f) Outreach program costs.
- g) Consulting or contractual agreements for services.

E. Capacity

A description of the applicant's ability and capacity to provide services under the FVPSA program, including, but not limited to the following:

- (1) Expertise, skills, and knowledge of staff.
- (2) Commitment to increasing staff's expertise, skills and knowledge through continuing education and training.
- (3) Support of other social services programs operated by the applicant that assist victims of domestic and dating violence and their dependents.
- (4) Establishment of joint or collaborative service agreements with other entities such as a local public agency or a private nonprofit agency for shelter and/or supportive services.

F. Policies and Procedures

- (1) Describe how the applicant will document and track the data elements (outputs) required under the annual Performance Progress Report (SF-PPR) such as Number of People Served (race/ethnicity and age); Shelter Services (bed nights and unmet requests for shelter); Supportive Services for Adults; Supportive Services for Children; and Community Education and Public Awareness activities.
- (2) Provide as an attachment, the section in the applicant's policies and procedures that addresses the protection of confidentiality and privacy of victims of domestic and dating violence and their dependents as described in *Section 1. Funding Opportunity Description/Client Confidentiality*. This should include the following elements:
 - a) Non-disclosure of Personally Identifying Information (PII) to a third party including any federal, state, or tribal funder for purposes of data collection, reporting, monitoring or evaluation.
 - b) Prohibition on sharing client information to any third party including child welfare without a client release.
 - c) When and how a client may consent to a release of information.
 - d) When the applicant may need to share PII without the consent of the client.
 - e) Confidentiality of location of shelter, if applicable.

G. Consortium Applicants

If the applicant is applying as a consortium:

- (1) In addition to the description of the applicant's overall services to be provided (*see Section C*), describe specifically how this FVPSA award will support the provision of services to each member of the consortium. Include how services will be coordinated.

H. Current and Signed Tribal Resolution

Each tribe that wishes to receive funding under this grant program must be a federally recognized tribe and must submit a copy of a tribal resolution or an equivalent document signed by the Tribally Designated Official(s). If a tribe is submitting an application on its own behalf, then only one resolution or equivalent document from that tribe is required. If a tribal organization or a tribal consortium is submitting an application, then a resolution or equivalent document is required for each federally recognized tribe represented. The resolution or equivalent document must:

- (1) State that the tribe or tribal organization has the authority to submit an application on behalf of the individuals in the tribe(s) and to administer programs and activities funded.
- (2) Be signed or have an effective issue date of no more than 5 years ago from the due date of this funding opportunity announcement, and
- (3) Cover the entirety of FY 2017 if the resolution or equivalent document includes an expiration date.

NOTE: A new tribal resolution or its equivalent must be submitted when:

- An applicant did not receive funding in the immediately preceding fiscal year.
- An applicant funded as part of a tribal consortium in the immediately preceding fiscal year is now seeking funds as a single tribe on its own behalf.
- An applicant funded as a single tribe on its own behalf in the immediately preceding fiscal year is now seeking funding as part of a consortium.
- The document refers ONLY to one specific FVPSA grant year or period even if the document has been signed within the past 5 years. It is suggested that referencing the specific grant name without putting a specific grant year will allow the applicant to use the same resolution for up to 5 years after the date the document is signed, as long as the document is included each year as an attachment with the application.

Receipt of the tribal resolution or equivalent document may come after the application deadline if the tribe needs extra time to have the document drafted, approved and signed. If all other application requirements are completed and satisfactory, FVPSA will proceed with the issuance of grant award notices; however, such documentation must be received before funds can be released.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§3501-3520, the public reporting burden for the project description is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under the Office of Management and Budget (OMB) control number 0970-0280, which expires September 30, 2017. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Intergovernmental Review of Federal Programs

The review and comment provisions of the Executive Order (E.O.) 12372 and 45 C.F.R. Part 100 do not apply. Federally recognized tribes are exempt from all provisions and requirements of E.O. 12372.

Funding Restrictions

The Consolidated Appropriations Act, 2016, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$187,000. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards/subcontracts under ACF mandatory and discretionary grants.

Please see Appendix A, "Assurances of Compliance with Grant Requirements," for additional program-specific funding restrictions.

V. AWARD ADMINISTRATION INFORMATION

Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, and is available at: <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations. For the terms and conditions that apply to all mandatory grants, as well as ACF program-specific terms and conditions please go to: <http://www.acf.hhs.gov/grants/mandatory-formula-block-and-entitlement-grants>.

Approval/Disapproval of an Application

The Secretary of HHS shall approve any application that meets the requirements of the FVPSA and this announcement. The Secretary shall not disapprove an application unless the Secretary gives the applicant reasonable notice of the Secretary's intention to disapprove and a 6-month period providing an opportunity for correction of any deficiencies. The Secretary shall give such notice within 45 days after the date of submission of the application if any of the provisions of the application have not been satisfied. If the tribe does not correct the deficiencies in such application within the 6-month period following the receipt of the Secretary's notice, the Secretary shall withhold payment of any grant funds to such tribe until such date as the tribe provides documentation that the deficiencies have been corrected (See §10407(b)(1) and (2) and §10409(d)).

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at [Certification Regarding Drug-Free Workplace Requirements](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the government-wide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at www.sam.gov/, although checking the EPLS is not required. More information is available at <http://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services, to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

VI. Reporting

Performance Progress Reports applicable to grantees only

ACF grantees (applicable to applicants awarded a grant under this announcement), must submit a

PPR using the standardized format provided by FVPSA and approved by OMB (0970-0280). This report will describe the grant activities carried out during the year, report the number of people served, and contain a plan to document and track services provided, as well as any outcomes that can be linked to the grantee's activities and programming. Consortia grantees must compile the information from the individual report of each participating tribe into a comprehensive PPR for submission. A copy of the PPR is available on the FYSB website at: www.acf.hhs.gov/programs/fysb/resource/ppr-Tribal-fvpsa.

PPRs for tribes and tribal organizations are due on an annual basis at the end of the calendar year (December 30) and will cover from October 1 through September 30. Grantees must submit their reports online through the OLDC system unless a pre-approved exemption is obtained, at the following address: <https://extranet.acf.hhs.gov/ssi> and send a copy via email to the respective HHS regional program officer identified in *Section VIII. Agency Contact (Program Office Contact)*.

Federal Financial Reports

Grantees must submit annual Federal Financial Status Reports. The first SF-425 is due December 30, 2016. The final SF-425 is due December 29, 2018. SF-425 can be found at: http://www.whitehouse.gov/omb/grants_forms.

Grantees must submit their reports online through the OLDC system at the following address: <https://extranet.acf.hhs.gov/ssi> unless a pre-approved exemption is granted.

Failure to submit reports on time may be a basis for withholding grant funds, or suspending or terminating the grant. All funds reported as unobligated after the obligation period will be recouped.

VII. FFATA Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. part 170. See ACF's [**Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement**](#) implementing this requirement and additional award applicability information.

ACF has implemented the use of the SF-428 *Tangible Property Report* and the SF-429 *Real Property Status Report* for all grantees. Both standard forms are available at: https://www.whitehouse.gov/omb/grants_forms.

VIII. AGENCY CONTACT

Program Office Contact

HHS Regions I and IV

Region I: Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut
Region IV: North Carolina, South Carolina, Kentucky, Tennessee, Georgia, Mississippi, Alabama, Florida

Contact: Lori Gardner, Program Specialist
Phone: 202-205-7891
Email: Lori.Gardner@acf.hhs.gov

HHS Regions II, III, V

Region II: New York and New Jersey, Puerto Rico, US Virgin Islands

Region III: Pennsylvania, West Virginia, Delaware, Maryland, District of Columbia, Virginia

Region V: Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio

Contact: Angela Yannelli, Senior Program Specialist
Phone: 202-401-5524
Email: Angela.Yannelli@acf.hhs.gov

HHS Regions VI and IX

Region VI: New Mexico, Oklahoma, Arizona, Texas, Louisiana

Region IX: Nevada, California, Arizona, Hawaii, Guam, Northern Mariana Islands, American Samoa

Contact: Rebecca Odor, Senior Program Specialist
Phone: 202-205-7746
Email: Rebecca.Odor@acf.hhs.gov

HHS Regions VII and VIII

Region VII: Iowa, Missouri, Kansas, Nebraska

Region VIII: Montana, North Dakota, South Dakota, Wyoming, Utah, Colorado

Contact: Kimberly Feeney, Senior Program Specialist
Phone: 202-358-3245
Email: Kimberly.Feeney@acf.hhs.gov

HHS Region X

Region X: Alaska, Oregon, Idaho, Washington

Contact: Shena Williams, Senior Program Specialist
Phone: 202-205-5932
Email: Shena.Williams@acf.hhs.gov

ACF Office of Grants Management (OGM) Contact for official award information, financial reporting, and OLDC questions:

Manolo Salgueiro, Financial Management Specialist at (202) 690-5811 or e-mail at Manolo.Salgueiro@acf.hhs.gov

IX. Appendices

A. Assurances of Compliance with Grant Requirements

Appendix A

ASSURANCES OF COMPLIANCE WITH GRANT REQUIREMENTS

By signing and submitting this document, the applicant or grantee agrees to comply with all requirements of the Family Violence Prevention and Services Act (FVPSA) including but not limited to the following conditions imposed by the FVPSA, 42 U.S.C. §§10401 - 10414 (cited herein by the applicable section number only):

- (1) FVPSA grant funds will be used to provide shelter, supportive services, or prevention services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents (§10408(b)(1)).
- (2) Grant funds will not be used as direct payment to any victim of family violence, domestic violence, or dating violence, or to any dependent of such victim (§10408(d)(1)).
- (3) No income eligibility standard will be imposed on individuals with respect to eligibility for assistance or services supported with funds appropriated to carry out the FVPSA (§10406(c)(3)).
- (4) No fees will be levied for assistance or services provided with funds appropriated to carry out the FVPSA (§10406(c)(3)).
- (5) The address or location of any shelter or facility assisted under the FVPSA that otherwise maintains a confidential location will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (§10406(c)(5)(H)).
- (8) Procedures are established to ensure compliance with the provisions of §10406(c)(5) regarding non-disclosure of confidential of private information (§10407(a)(2)(A)).
- (9) The applicant or grantee will comply with the conditions set forth in the FVPSA §10406(c)(5) and all other FVPSA obligations regarding non-disclosure of confidential or private information. These include, but are not limited to, the following requirements: (A) grantees shall not disclose any personally identifying information collected in connection with services requested (including services

utilized or denied), through grantee’s funded activities or reveal personally identifying information without informed, written, reasonably time-limited consent by the person about whom information is sought, whether for the FVPSA-funded activities or any other federal or state program (additional consent requirements have been omitted *but see §10406(c)(5)(B)(ii)(I)* for further requirements); (B) grantees compelled by statutory mandate or court order to release personally identifying information must adhere to the requirements of §10406(c)(5)(C); (C) grantees may share non-personally identifying information in the aggregate for the purposes enunciated in §10406(c)(5)(D)(i) as well as for other purposes found in §10406(c)(5)(D)(ii) and (iii).

- (10) The tribe will use grant funds in a manner that avoids prohibited discrimination on the basis of age, disability, sex, sexual orientation, gender identity, race, color, national origin, or religion.
- (11) Funds made available under the FVPSA will be used to supplement and not supplant other federal, state, tribal and local public funds expended to provide services and activities that promote the objectives of the FVPSA (§10406(c)(6)).
- (12) Receipt of supportive services under the FVPSA will be voluntary. No condition will be applied for the receipt of emergency shelter (§10408(d)(2)).
- (13) The tribe has a law or procedure to bar an abuser from a shared household or a household of the abused person, which may include eviction laws or procedures, where appropriate (§10407(a)(2)(H)).

Printed Name of Tribally Designated Official

Signature of Tribally Designated Official

Date Signed

Name of Tribe or Tribal Organization