

Family Violence Prevention & Services Program

FY 2020 Coronavirus Aid Relief and Economic Security Act (CARES Act) Funding Guidance and Reporting Requirements for Family Violence Prevention and Services Act National Domestic Violence Hotline

Purpose

The [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act, P.L. 116-136](#) provides one-time fiscal year (FY) 2020 funding to the National Domestic Violence Hotline to supplement operations of a confidential 24-hour national, toll-free telephone hotline to provide information and assistance to adult and youth victims of family violence, domestic violence or dating violence, their family and others affected by the violence in an effort to build healthy, safe and supportive communities remotely in relation to the COVID-19 public health emergency. This one-time supplemental funding will also ensure the continued operations of the StrongHearts Native Helpline. The National Domestic Violence Hotline is expected to allocate \$500,000 in supplemental funding to the StrongHearts Native Helpline within 30 days of receiving its CARES Act allocation from the FVPSA Program.

Supplemental Funding Summary

The CARES Act appropriated \$2,000,000 for the National Domestic Violence Hotline, of which \$500,000 is expected to be allocated to the StrongHearts Native Helpline to provide remote services in response to the coronavirus public health emergency.

This award provides flexibility in how you use the funding to prevent, prepare for, and respond to COVID-19 public health emergency as needs evolve for the National Domestic Violence Hotline or the StrongHearts Native Helpline. Funding may support a wide range of in-scope activities including counseling, mobile advocacy, telehealth, peer support, and equipment and software to assist in carrying out remote services. Funding may also support a wide range of expenses necessary to ensure the continuity of hotline services for domestic violence survivors during and after the COVID-19 public health emergency.

Supplemental Project Period

The project period for this supplemental funding is March 27, 2020 through September 30, 2020.

Required Supporting Documents

FVPSA CARES Act supplemental grant recipients are required to submit post-award documents related to the funding. Post-award documents consist of supplemental funding verification statements, narratives, SF-424 budget forms, budget narratives, performance progress reports, and financial reports.

Program reporting forms for discretionary grant programs must be submitted electronically through Grant Solutions at <http://www.GrantSolutions.gov>. Financial reporting forms must be submitted electronically to the Division of Payment Management through the Payment Management System (PMS). Paper copies will not be accepted.

As stated in your notice of award, you are required to submit the following information via Grant Solutions **within 30 days** of the supplemental award release date.

1. CARES Act Supplemental Funds Verification Statement. Provide a brief statement that you are in a position to:
 - 1) Use these funds to conduct human service activities related to COVID-19 for services and supports for victims of domestic violence and their dependents, including the provision of remote hotline services; and
 - 2) Accept a supplemental award and the terms and conditions for the allowable use of funds; which includes issuing \$500,000 in supplemental funding to the StrongHearts Native Helpline within 30 days of receiving your supplemental award.
2. **COVID-19 Activity Overview.** Provide a brief narrative (2-4 pages) describing how funds will be used to provide remote services due to COVID-19 for the ongoing operation of a 24-hour, national, toll-free telephone hotline providing information and assistance to adult and youth victims of family violence, domestic violence, or dating violence; family and household members of such victims; and persons affected by the victimization. For a detailed explanation of allowable activities, please review the FVPSA Program's Allowable Use of Funds document for the National Domestic Violence Hotline. Please respond using the following categories:
 - **Prevent**-- please discuss how your organization will plan for emergency operations, services and activities related to trauma-informed education, safety planning, and crisis interventions that will be provided remotely to ensure the continuity of domestic violence services and reduce the exposure and risk of COVID-19.
 - **Prepare**—please discuss how your organization will conduct activities that include assessing needs of survivors calling the hotline/helpline during the COVID-19 public health emergency. Activities that provide training, information, and assistance necessary to ensure the continuity domestic violence services. Activities and services that will empower survivors to make decisions with dignity and respect and reduce the exposure and risk of COVID-19.
 - **Respond**—please discuss your organization's plan of action to conduct activities that ensure the continuity of hotline/helpline services and respond to survivor

needs remotely, including how the response may change and how you plan to adapt to any fluctuating needs and circumstances of the COVID-19 public health emergency.

PLEASE NOTE: The FVPSA Program understands that when responding to survivors your original plan for use of the COVID-19 supplemental funds may change due to unforeseen and changing circumstances. Budget changes can be made as long as they are in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards available at <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75> and are consistent with the terms and conditions of your award. Should you have additional questions, or concerns, please reach out to your Federal Program Officer.

- 3. Budget Form and Budget Narrative.** Provide a project budget and budget narrative using the [SF-424-A form](#) as provided in the Department of Health and Human Services, Administration for Children and Families –*Information Memorandum IM-ACF-OA-2020-01 – ACF grant flexibilities in conducting human service activities related to or affected by COVID-19*. The budget narrative should clearly detail costs for each object class category, with calculations for how each cost is derived. The budget categories should be presented in a format denoting the following columns: Object class categories; federal budget; non-federal budget and total budget. Equipment is defined as tangible personal property (including information technology systems) that has a useful life of more than one year and a per-unit acquisition cost of at least \$5,000. Any equipment purchased with award funds must be pertinent to the COVID-19 activities, procured through a competitive process, and maintained, tracked, and disposed of in accordance with [45 C.F.R. Part 75](#). The equipment line item should include the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends.

The following are ineligible costs:

- Direct payment to survivors;
- Construction costs;
- Renovation costs; and
- Sole purchase or lease of automobiles.

PLEASE NOTE: COVID-19 funds will be used to supplement and not supplant other federal, state and local public funds.

Funding Restrictions. The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and [Further Consolidated Appropriations Act, 2020 P.L. 116-94](#), (Division A, Title II, Sec. 202), 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 of 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 \$197,300. 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 and subcontracts under an ACF grant or cooperative agreement. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/EX.pdf>.

4. **Supplemental Funding Reporting.** All FVPSA CARES Act supplemental grant recipients are required to submit performance progress reports and financial reports. By October 31, 2020 at 6:00 p.m. ET, the Hotline's CARES Act Supplemental Funding Final Report must be uploaded to GrantSolutions located at <https://grantsolutions.gov>. This report will detail the implementation and allocation of the FVPSA CARES Act supplemental funding your organization received.

Resources and Technical Assistance

Please see the following links for additional resources and FVPSA grant award information:

COVID-19 Information

- Family and Youth Services Bureau, Federal Guidance in Addressing COVID-19 webpage, <https://www.acf.hhs.gov/fysb/news/federal-guidance-in-addressing-covid-19>
- FAQs on Allowable Use of FVPSA Funds during the COVID-19 Public Health Emergency, <https://www.acf.hhs.gov/fysb/news/faqs-on-allowable-use-of-fvpsa-funds-during-the-covid-19-public-health-emergency>.
- Administration for Children and Families Information Memorandum IM-ACF-OA-2020-01, <https://www.acf.hhs.gov/grants-funding/acf-grant-recipient-covid-19>.

Grant Information and Forms

- FYSB FVPSA Program's Managing Your Federal Grant webpage, <https://www.acf.hhs.gov/fysb/grants#managing>
- Online Data Collection System (OLDC), <https://home.grantsolutions.gov/home/>
- SF-424-A <https://www.grants.gov/web/grants/forms/sf-424-family.html>
- <https://www.acf.hhs.gov/fysb/grants/fysb-grantees>
- Family Violence Prevention and Services Discretionary Grant Program/National Domestic Violence Hotline, HHS-2015-ACF-ACYF-EV-0975, <https://www.grants.gov/web/grants/search-grants.html?keywords=%22National%20Domestic%20Violence%20Hotline%22>.

Domestic Violence Technical Assistance

- [Safe Housing Partnerships](#)
- [National Health Resource Center on Domestic Violence](#)
- [Promising Futures Without Violence](#)
- [National Network to End Domestic Violence](#)
- [National Resource Center on Domestic Violence](#)
- [National Indigenous Women's Resource Center](#)

- [Alaska Native Women's Resource Center](#)
- [National Center on Domestic Violence, Trauma & Mental Health](#)
- [Asian Pacific Institute on Gender-Based Violence -](#)
- [National Latin@ Network for Healthy Families and Communities](#)
- [Ujima, Inc.: The National Center on Violence Against Women in the Black Community](#)
- [National LGBTQ Institute on Intimate Partner Violence](#)
- [Battered Women's Justice Project & National Clearinghouse for the Defense of Battered Women](#)
- [Resource Center on Domestic Violence: Child Protection and Custody](#)
- [National Domestic Violence Hotline](#)

Questions and Point of Contact

The FVPSA Program understands that when responding to survivors your original plan for use of the COVID-19 supplemental funds may change due to unforeseen and changing circumstances. The FVPSA Program understands that when responding to survivors your original plan for use of the COVID-19 supplemental funds may change due to unforeseen and changing circumstances. Budget changes can be made as long as they are in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards available at <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75> and are consistent with the terms and conditions of your award.

Should you have additional questions or concerns regarding the CARES Act supplemental funding, please reach out to your Federal Program Officer, Rickeya Franklin at Rickeya.Franklin@acf.hhs.gov.