



Administration for Children and Families

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

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

HHS-2021-ACF-ACYF-FVPS-1961

Application Due Date: July 7, 2021

Application Due Date: March 31, 2022

Application Due Date: March 31, 2023

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

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Due Date for Applications: **July 7, 2021**
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Executive Summary:

This funding opportunity announcement (FOA) governs the proposed award of mandatory formula grants under the Family Violence Prevention and Services Act (FVPSA) to Native American tribes (including Alaska Native villages) and tribal organizations. The purposes of these grants are to assist tribes with the following efforts: 1) to increase public awareness about primary and secondary prevention of family violence, domestic violence, and dating violence; and 2) 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)).

This FOA sets forth the application requirements, the application process, and other administrative and fiscal requirements for grants in fiscal years (FY) 2021, 2022, and 2023, including an optional checklist to assist applicants in reviewing and submitting a complete application package (see *Appendix B*).

I. PROGRAM DESCRIPTION

Statutory Authority

The statutory authority for this program is 42 U.S.C. 10401 *et seq.*, FVPSA.

Description

This FVPSA FOA, administered through the Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB), is designed to assist tribes in their efforts "to support the establishment, maintenance, and expansion of programs and projects to prevent incidents of family violence, domestic violence, and dating violence; 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 to provide specialized services for children exposed to family violence, domestic violence, or dating violence, including underserved populations, and victims who are members of underserved populations" (45 CFR §1370.10(a)).

The FVPSA tribal formula grant funds shall be used to identify and provide grants to eligible entities for programs and projects that are designed to prevent incidents of family violence, domestic violence, and dating violence, by providing immediate shelter and supportive services; that may include paying for the operating and administrative expenses of the facilities for a shelter for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents; and that may be used to provide services to prevent future incidents of family violence, domestic violence, and dating violence (42 U.S.C. 10408(a) and 42 U.S.C. 10408(b)(1)(A)).

Trauma-Informed Practices and Interventions

In support of FYSB's priorities, awards governed by this FOA 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. An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of victims of family violence, domestic violence, or dating violence and their dependents.

Tribal grant recipients have a critical role in promoting FYSB's priorities, by incorporating trauma-informed practices and 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 (42 U.S.C. 10408(d)(2)). Further, grantees cannot impose conditions for admission to shelter by applying inappropriate screening methods (45 CFR §1370.10(b)(10)). Tribes and tribal organizations are strongly encouraged to leverage the expertise of the FVPSA-funded resource centers that comprise the Domestic Violence Resource Network (<https://www.nrcdv.org/collaboration>) to infuse programs with best and promising practices on trauma-informed interventions. In particular, the following resource centers can be valuable resources for tribes:

- The National Indigenous Women's Resource Center (NIWRC) serves as the FVPSA-funded National Indian Resource Center Addressing Domestic Violence. NIWRC supports culturally grounded, grassroots advocacy and provides national leadership to ending gender-based violence for American Indian and Alaska Native tribes, Native Hawaiians, and tribal and Native Hawaiian organizations. NIWRC provides training and

technical assistance resources to tribes through webinars, toolkits, and other publications.

- The Alaska Native Women’s Resource Center (AKNWRC) is funded by FVPSA to address the critical need to provide additional support to Alaska Native victims of domestic violence to address the barriers faced by victims, the children who witness such violence, responders, and their communities. AKNWRC is assisting in building the statewide capacity to engage Alaska Native communities and programs and to work collaboratively with community members, tribal leaders, advocates, and other relevant response systems to develop policies and protocols and improve prevention and response skills.
- StrongHearts Native Helpline, 844-7NATIVE (844-762-8483), is funded by FVPSA to be the first culturally appropriate domestic violence and dating violence helpline for American Indians and Alaska Natives offering peer support, crisis intervention, personalized safety planning, and referrals for tribal and native-centered supportive services to callers.

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 for family violence, domestic violence, and dating violence.

FVPSA-funded programs cannot disclose any personally identifiable information (PII) collected in connection with services; reveal PII without informed, written, reasonably time-limited consent; or require a victim to provide consent as a condition of eligibility for services (45 CFR §1370.4(a)(1) – (3)). Additionally, consent to release PII shall be given by an unemancipated minor and the minor’s parent or guardian, or in the case of an individual with a guardian, it shall be given by the individual’s guardian (45 CFR §1370.4(b)). Please see *Section I., Program Description, Funding Opportunity Description/Definitions* for the definition of PII.

In the annual Performance Progress Report (PPR) for FVPSA-funded states and tribes, (Office of Management and Budget (OMB) #0970-0280), grant recipients must collect unduplicated data and may only share non-PII in the aggregate, regarding services to their clients in order to comply with federal, state, or tribal reporting, evaluation, or data collection requirements (42 U.S.C. 10406(c)(5)(D)(i)). Client-level data shall not be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release, as described in 42 U.S.C. 10406(c)(5). The relationship of the victim/survivor with the domestic violence program is the basis for determining who has access to client information; therefore, any other person or organization outside of the program that is providing the services is considered a third party (e.g., tribal council).

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521), under this FOA, FYSB will not conduct or sponsor, and a person is not required to respond to, a collection of information covered by such Act, unless it displays a currently valid OMB

control number. The described PPR information collection is approved under OMB control #0970-0280, expiration date March 31, 2021.

The address or location of any FVPSA-supported shelter facility shall not be made public except with written authorization of the person or persons responsible for the operation of such shelter (42 U.S.C. § 10406(c)(5)(H)), and the confidentiality of records pertaining to any individual provided domestic violence services by a FVPSA-supported program will be strictly maintained. Tribal governments, while exercising due diligence to comply with statutory and regulatory provisions, may determine how best to maintain the safety and confidentiality of shelter locations (45 CFR § 1370.4(g)(2)).

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. To help bring about a more effective response to the problems of family violence, domestic violence, or dating violence, ACYF/FYSB urges tribes and tribal organizations receiving funds under this FOA to coordinate activities and/or services with relevant responders, communities, and/or individuals that may enhance the program's provision of support and outreach to victims/survivors and their dependents. Tribes or tribal organizations with limited resources may want to consider joining a consortium of tribes to coordinate service delivery and/or project management where appropriate.

It is essential that community service providers are involved in the design and improvement of intervention and prevention activities. Coordination and collaboration are needed 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 to provide more responsive and effective services to victims of family violence, domestic violence, and dating violence and their families. States are required to consult with, and provide for, the participation of state domestic violence coalitions and tribal coalitions in state planning and with needs assessments to identify service gaps or problems and develop appropriate response plans. Tribes should be involved in these processes, where appropriate, and in deference to tribal sovereignty (45 CFR §1370.10(a)). ACYF/FYSB urges tribes and tribal organizations to work with states and state domestic violence coalitions to support collaboration and to help ensure non-native domestic violence programs serve tribal members appropriately. Pursuant to FVPSA, tribes and tribal organizations are also eligible to receive FVPSA state formula funds.

For additional information, please contact the FVPSA State Administrator in your state to learn

more about the state funding processes (<https://www.acf.hhs.gov/fysb/contact-information/family-violence-prevention-and-services-act-state-administrators-list-2020>).

To comply with federal law, services must be widely accessible to all victims of family violence, domestic violence, and dating violence and their dependents. Recipients must not discriminate on the basis of age, sex, disability, race, color, national origin, or religion (42 U.S.C. 10406(c)(2)). “No person shall on the ground of actual or perceived sex, including gender identity, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA” (45 CFR § 1370.5(a)). FVPSA recipients and subrecipients must provide comparable services to victims regardless of actual or perceived sex, including gender identity. This includes providing access to services for all victims, including male victims of family, domestic, and dating violence and not limiting services for victims with adolescent children (under the age of 18). Victims and their minor children must be sheltered or housed together unless requested otherwise by the victim (45 CFR § 1370.5(a)(1)). However, no program or activity is required to include an individual in such 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 essential operation of that particular program or activity. If sex segregation or sex-specific programming is essential to the normal or safe operation of the program, recipients and subrecipients 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 making this determination, recipients and subrecipients should assess the facts and circumstances surrounding the specific program, including an analysis of factors that take into account established field-based best practices and the literature on the efficacy of such services, as applicable (45 CFR § 1370.5(a)(2)). “The justification cannot rely on unsupported assumptions or overly-broad sex-based generalizations” (45 CFR § 1370.5(a)(2)). Justifications are subject to review by ACYF/FYSB upon request. “An individual must be treated consistent with their gender identity” (45 CFR § 1370.5(a)(2)), and “as with all individuals served, transgender and gender nonconforming individuals must have equal access to FVPSA-funded shelter and nonresidential programs” (45 CFR § 1370.5(a)(4)).

The U.S. Department of Health and Human Services (HHS), Office for Civil Rights provides guidance to assist grantees in complying with civil rights laws that prohibit discrimination. Please see <https://www.hhs.gov/civil-rights/for-individuals/index.html>.

The grantee must comply with 45 CFR § Part 87 “Equal Treatment For Faith-Based Organizations,” including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, when selecting service providers or subrecipients, it may not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a).

A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in Federal law, including the Free Speech and

Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), the Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar Federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR 87.3 (b), a faith-based organization may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice

Recipients and subrecipients are required to take reasonable steps to provide services to persons with limited English proficiency (i.e., individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English, including deaf and hard-of-hearing persons). 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 <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/index.html>.

As per 45 CFR § 1370.5(d), all FVPSA-funded services must be provided without requiring documentation of immigration status since FVPSA-funded services do not fall within the definition of federal public benefit that would require verification of immigration status. HHS provides guidance regarding services to HHS-funded services for immigrant survivors of domestic violence. Please see the Domestic Violence Fact Sheet: Access to HHS-Funded Services for Immigrant Survivors of Domestic Violence (<https://www.hhs.gov/civil-rights/for-individuals/special-topics/national-origin/domestic-violence/index.html>) and the [Joint Letter to Recipients of Federal Financial Assistance](#).

Given the unique needs of victims of trafficking, FVPSA-funded programs are strongly encouraged to safely screen for and identify victims of human trafficking, who are also victims or survivors of domestic violence or dating violence, and provide services that support their unique needs (45 CFR § 1370.10(d)). Human trafficking victims who are not also domestic or dating violence victims may be served in shelter and nonresidential programs provided by other funding mechanisms, such as funds from other federal programs, local programs, or private donors.

FVPSA Grantee Meetings

At least one grantee representative must plan to attend FVPSA-sponsored in-person and/or

virtual conferences or meetings (including FVPSA's Tribal Grantee meeting, FVPSA's regional grantee meetings, peer-to-peer mentoring meetings, or FVPSA's bi-annual grantee meetings), as directed by the FVPSA program throughout the grant's project period. Grant recipients may use FVPSA funding to support the travel of up to two participants for the in-person events. Subsequent correspondence will advise the grant recipients of the date, time, location or virtual platform, and other information needed in order to plan for and attend the conferences and meetings.

Definitions

For the purpose of this FOA, tribes and tribal organizations are required to use the following definitions in carrying out FVPSA-funded programs and activities. Definitions include those expanded or clarified through language found in 45 CFR § 1370.2.

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. This part of the definition reflects the definition also found in 42 U.S.C. 40002(a)(10) of Violence Against Women Act (VAWA) (as amended), 34 U.S.C. 12291(a), as required by FVPSA. Dating violence also includes but is not limited to the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can happen in person or electronically, and may involve financial abuse or other forms of manipulation that may occur between a current or former dating partner regardless of actual or perceived sexual orientation or gender identity (45 CFR § 1370.2).

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. This definition also reflects the statutory definition of "domestic violence" found in 42 U.S.C. 40002(a)(8) of VAWA (as amended), 34 U.S.C. § 12291(a). This definition also includes but is not limited to criminal or non-criminal acts constituting intimidation, control, coercion and coercive control, emotional and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional acts recognized in other federal, tribal, state, and local laws as well as acts in other federal regulatory or subregulatory guidance. This definition is not intended to be interpreted more restrictively than FVPSA and VAWA but rather to be inclusive of other, more expansive definitions. The definition applies to individuals and relationships regardless of actual or perceived sexual orientation or gender identity (45 CFR § 1370.2).

Family Violence: Any act or threatened act of violence, including any forceful detention of an individual, that results or threatens to result in physical injury and is committed by a person

against another individual, to or with whom such person is related by blood or marriage, or is or was otherwise legally related, or 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, currently “family violence” is 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” (45 CFR § 1370.2).

Federally Recognized Tribe: 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. These tribes are eligible for funding and services from the Bureau of Indian Affairs (BIA), or are eligible to enter into agreements with HHS or BIA under Public Law 93-638, Indian Self-Determination and Education Assistance Act of 1975.

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.

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

Native American Tribe/Tribe: For this FOA only, alternative terms for *Federally Recognized Tribe*.

Personally Identifiable Information (PII) 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. Individually identifying information may include the following: 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 (45 CFR § 1370.2).

Primary Prevention means strategies, policies, and programs to stop both first-time perpetration and victimization. Primary prevention is stopping domestic and dating violence before they occur. Primary prevention includes, but is not limited to: School-based violence prevention curricula, programs aimed at mitigating the effects on children of witnessing domestic or dating violence, community campaigns designed to alter norms and values conducive to domestic or dating violence, worksite prevention programs, and training and education in parenting skills and self-esteem enhancement (45 CFR § 1370.2).

Secondary Prevention is identifying risk factors or problems that may lead to future family, domestic, or dating violence, and taking the necessary actions to eliminate the risk factors and the potential problem, and may include, but are not limited to, healing services for children and youth who have been exposed to domestic or dating violence, home visiting programs for high-risk families, and screening programs in health care settings (45 CFR § 1370.2).

Shelter: The provision of temporary refuge in conjunction with supportive services in compliance with applicable state or tribal law or regulations 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. ACF interprets that "state and tribal law governing the provision of shelter and supportive services on a regular basis" to mean, for example, the laws and regulations applicable to zoning, fire safety, and other regular safety, and operational requirements, including state, tribal, or local regulatory standards for certifying domestic violence advocates who work in a shelter. This definition also includes emergency shelter and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, tribe/reservation, or state; such properties are not required to be owned, operated, or leased by the program. Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which is not transitional or permanent housing, but must also provide comprehensive supportive services. The mere act of making a referral to shelter or housing shall not itself be considered provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition that provides more expansive housing accessibility governs (45 CFR § 1370.2).

State Domestic Violence Coalition means a statewide, nongovernmental, nonprofit 501(c)(3) organization whose membership includes a majority of the primary-purpose domestic violence service providers in the state; whose board membership is representative of these primary-purpose domestic violence service providers and which may include representatives of the communities in which the services are being provided in the state; that has as its purpose to provide education, support, and technical assistance to such service providers to enable the providers to establish and maintain supportive services and to provide shelter to victims of domestic violence and their children; and that 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/territory (45 CFR § 1370.2).

Supportive Services: Services for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery. Supportive services include, but are not limited to: direct and/or referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims or their dependents in recovering from the effects of the violence. To the extent not already described in this definition, supportive services also include

but are not limited to other services identified in FVPSA at 42 U.S.C. 10408(b)(1)(A)-(H). Supportive services may be directly provided by recipients and/or by providing advocacy or referrals to assist victims in accessing such services (45 CFR § 1370.2).

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 42 U.S.C. 10409.

Tribal Organization: The recognized governing body of any Indian tribe. A tribal organization is any legally established organization of Indians that is controlled, sanctioned, or chartered by a governing body or that is democratically elected by the adult members of the Indian community to be served and that includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization, that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, requires the approval of each such Indian tribe prior to the letting or making of such contract or grant (25 U.S.C. 5304(1)).

Underserved Populations: Populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300(u-6)(g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks and Hispanics. The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations’ definition also includes other population categories determined by the Secretary or the Secretary’s designee to be underserved (45 CFR § 1370.2).

Use of Funds

The FVPSA tribal formula grant funds shall be used to prevent incidents of family violence, domestic violence, and dating violence, by providing immediate shelter and supportive services. These services may include paying for the operating and administrative expenses of the facilities for a shelter for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, and may be used to provide prevention services to prevent future incidents of family violence, domestic violence, and dating violence (42 U.S.C. 10408(b)) as applied pursuant to (42 U.S.C. 10409(e)).

FVPSA funds awarded to recipients may be used for, but are not limited to, the following:

- Provision, on a regular basis, 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 (42 U.S.C. 10408(b)(1)(A));
- 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 (42 U.S.C. 10408(b)(1)(B));
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence (42 U.S.C. 10408(b)(1)(C));
- 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 (42 U.S.C. 10408(b)(1)(D));
- Provision of culturally and linguistically appropriate services (42 U.S.C. 10408(b)(1)(E));
- 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 (42 U.S.C. 10408(b)(1)(F));
- 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 the following: 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), which does not include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) provision of 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 (42 U.S.C. 10408(b)(1)(G)); and
- Provision of prevention services, including outreach to underserved populations (42 U.S.C. 10408(b)(1)(H));

II. FEDERAL AWARD INFORMATION

Subject to the availability of federal appropriations and as authorized by law, for FYs 2021, 2022, and 2023, ACF will make available for grants to tribes, tribal organizations, and nonprofit private organizations authorized by a tribe, 10 percent of the amount appropriated according to 42 U.S.C. 10403(a)(1) of FVPSA that is not reserved under 42 U.S.C. 10403(a)(2)(A)(i). In FY 2020, ACF awarded \$22,850,000 to 138 tribes or tribal organizations in support of 253 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.

In separate announcements, ACF allocates 70 percent of the foregoing appropriation to states for immediate shelter, supportive services, and prevention activities, and 10 percent to the state domestic violence coalitions to continue their work within the domestic violence community by providing training and technical assistance, needs assessment, and advocacy services, among other activities, to local domestic violence programs and to encourage appropriate responses to domestic violence within the states. In addition, ACF supplies funding for multi-year FVPSA discretionary grants to the following: the National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women; the National Domestic Violence Resource Center; four Special Issue Resource Centers; three Culturally Specific Special Issue Resource Centers; the Alaska Native Tribal Resource Center on Domestic Violence; four Capacity Building Centers; demonstration grants under the Specialized Services for Abused Parents and Their Children program; and the National Domestic Violence Hotline, including funding for the StrongHearts Native Helpline.

Allocations

Although tribes (federally recognized), tribal organizations, and nonprofit private organizations authorized by a federally recognized tribe may apply for funding under this FOA, allocated funds will be awarded to federally recognized tribes only. An individual tribe may submit an application on its own behalf or as part of a consortium with other tribes. When ACF makes the awards, each federally recognized tribe will receive an allocation of the total funds available based on a formula incorporating its population.

If an individual tribe applies on its own behalf, the award will go directly to that tribe. If a tribal consortium applies on behalf of multiple tribes, the entity (tribe, tribal organization, or nonprofit private organization) applying as the responsible party for the grant will receive the total award, and each tribe will be allocated funds based on the population formula that together will comprise the total amount of the award.

In computing tribal allocations, the ACF Office of Grants Management will use the following standardized three-step process in determining populations for allocation:

- 1) Using the latest available population figures from the “American Indian and Alaska Native Population by Tribe for the United States: 2010” column 5 available from the Census Bureau at <https://www.census.gov/data/tables/time-series/dec/cph-series/cph-t/cph-t-6.html>.
- 2) Where Census Bureau data are unavailable, ACF will use figures from BIA’s Indian Population and Labor Force Report, which is available at <https://www.bia.gov/WhatWeDo/Knowledge/Reports/index.htm>.
- 3) If neither of these sources has a population figure for the tribe, the tribe shall submit a certified population number on a letterhead signed by the tribal enrollment office. This letter should be submitted with the application. **Letters received after the due date will not be used in making the awards and ACF will instead use the 2010 or 2020**

Census data.

The formula has the following 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 1,500 people receive a \$2,500 base allocation for the first 1,500 people. Tribes with populations between 1,501 and 3,000 people receive a \$3,500 base allocation for the first 1,501 people. For each additional 1,000 people above the 3,001 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; tribes with populations of 100,001 to 150,000 receive a base allocation of \$175,000; and tribes with populations of 150,001 and above receive a base allocation of \$225,000. Please see chart below for further clarification.

Minimum Population for this Base Amount	Base Amount
-	-
1	\$2,500
1,501	\$3,500
3,001	\$4,500
4,001	\$5,500
5,001	\$6,500
6,001	\$7,500
7,001	\$8,500
8,001	\$9,500
9,001	\$10,500
10,001	\$13,000
12,001	\$15,000
14,001	\$17,000
16,001	\$19,000
18,001	\$21,000
20,001	\$23,000
22,001	\$25,000
24,001	\$27,000
26,001	\$29,000
28,001	\$31,000
30,001	\$33,000
32,001	\$35,000
34,001	\$37,000
36,001	\$39,000
38,001	\$41,000
40,001	\$43,000
42,001	\$45,000
44,001	\$47,000
46,001	\$49,000
48,001	\$51,000

50,001	\$125,000
100,001	\$175,000
150,001	\$225,000

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, ACF is balancing the need for basic services for all tribes while recognizing greater demand for services among tribes with larger populations. In FY 2020, actual grant awards ranged from \$21,448 to \$1,930,310.

Tribes with smaller populations are encouraged to apply for FVPSA funding as a consortium. Being part of a consortium is a decision of the individual tribe and may be different each funding year. For example, a tribe may choose to apply directly for FVPSA funding after previously being a part of a tribal consortium. **A tribe may not apply both on its own behalf and as a part of a tribal consortium in the same grant award year.**

Match

No grant shall be made to any entity other than a state or tribe unless the entity agrees that, with respect to the cost to be incurred by the entity in carrying out the program or project for which the grant is awarded, the entity will make available (directly or through donations from public or private entities) non-federal contributions in an amount that is not less than \$1 for every \$5 of federal funds provided under the grant. The non-federal contributions required may be in cash or in kind.

A tribe, as defined in 42 U.S.C.10402(5), is exempt from the match requirement under the FVPSA. Tribes are not required to provide match under this FOA (see 42 U.S.C. 10406(c)(4)).

Any entity other than a state or Indian tribe that receives FVPSA funding to provide the services specified in 42 U.S.C. 10408(b)(1)(A) – (H) (including training and technical assistance), must provide no less than a 20 percent match. Tribal organizations (as defined by 25 U.S.C. 5304) are not exempt and must provide match.

The determination of whether the match is exempt or required for a tribal consortium depends on the entities that comprise or make up the consortium. Tribal consortium, as defined in this FOA (see *Section I. Program Description, Definitions*), is “a partnership between one or more tribes (including qualifying Alaska Native villages and entities) that authorizes a single tribal organization or nonprofit organization to submit an application and administer the FVPSA grant funds on their behalf. A tribal consortium may also consist of a group of tribal organizations or nonprofit organizations”. A tribal consortium comprised of a group of tribes is exempt from providing a match, and a tribal consortium comprised of a group of tribal organizations or nonprofit organizations is required to provide a match.

Length of Project Periods

The project period for awards made under this announcement is 24 months.

Expenditure Period

The expenditure period under this announcement is 24 months, which coincides with the project period. FVPSA funds may be used for expenses starting October 1 of each FY for which they are granted and will be available for expenses through September 30 of the following FY.

Funds must be liquidated within 90 days after the end of each expenditure period.

Award Year (Federal Fiscal Year) (FY)	Project Period (24 Months)	Expenditure Period (24 months)
FY 2021	10/01/2020 – 9/30/2022	Regardless of the date the award is received, these funds may be expended by the recipient for obligations incurred since October 1, 2020. Expenses can be incurred through September 30, 2022.
FY 2022	10/01/2021 – 9/30/2023	Regardless of the date the award is received, these funds may be expended by the recipient for obligations incurred since October 1, 2021. Expenses can be incurred through September 30, 2023.
FY 2023	10/01/2022 – 9/30/2024	Regardless of the date the award is received, these funds may be expended by the recipient for obligations incurred since October 1, 2022. Expenses can be incurred through September 30, 2024.

III. ELIGIBILITY INFORMATION

Tribes (federally recognized), tribal organizations, and nonprofit private organizations authorized by a federally recognized tribe, as defined in *Section I, Program Description, Funding Opportunity Description/Definitions* of this announcement, are eligible for funding under this program.

Additional Information on Eligibility

Federally recognized tribes, as defined in *Section I, Program Description, Funding Opportunity Description/Definitions*, have 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 (42 U.S.C. 10409(b)). However, only federally recognized tribes receive an allocation of the funds. Tribes may apply singularly or as part of a tribal consortium.

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a Data Universal Numbering System (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.gov 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 at least 10 business days after you submit your registration for it to become active in SAM.gov and at least 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 the inability to submit your application through the Online Data Collection System (OLDC) (<https://home.grantsolutions.gov/home/>) 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.gov. 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.gov prior to submitting an application or plan;
- Maintain an active SAM.gov 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.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF may take the following actions:

- Determine that the applicant is not qualified to receive an award; and
- Use that determination as a basis for making an award to another applicant.

IV. APPLICATION AND SUBMISSION INFORMATION

Application Submission Requirements

Mandatory grant recipients are required to use the [OLDC \(https://home.grantsolutions.gov/home/\)](https://home.grantsolutions.gov/home/) 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 at [Grant Forms https://www.grants.gov/web/grants/forms/sf-424-](https://www.grants.gov/web/grants/forms/sf-424-)

[mandatory-family.html](#). ACF will not accept paper applications, or those submitted via email or facsimile, without a waiver.

Note: *It is the applicant's responsibility to ensure that FVPSA is made aware of any changes to the tribally designated official and/or contact person that occur at any time during the entire application process. Applicants must ensure that the tribally designated official has warranted access to OLDC for persons who need to submit the application.*

Request an Exemption from Required Electronic Submission

ACF recognizes that some of the recipient community 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 recipients, ACF is instituting an exemption procedure, on a case-by-case basis, that will allow such recipients to submit hard copy, paper state and 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 paper submissions of state and tribal plans and reporting forms when circumstances such as natural disasters occur (e.g., floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases that would prevent electronic submission of the documents.

Recipients will be required to submit a written statement to ACF that the recipient qualifies for an exemption under one of the following grounds: lack of internet access; limited computer capacity that prevents the uploading of large files to the Internet; the occurrence of natural disasters (e.g., floods, hurricanes, etc.); widespread disruptions of mail service; or another rare case that would prevent electronic submission of the documents.

Exemption requests will be reviewed and the recipient will be notified of a decision to approve or deny the request. Requests should state if the exemption is for submission of the SF-424M and state and/or tribal plan, PPR, or Federal Financial Reports (FFR). The written statement must be sent to the Program Office (for SF-424M and state and/or tribal plan and PPR exemption requests) and/or ACF Grants Management Office (for FFR exemption requests) points of contact shown in *Section VI, HHS Awarding Agency Contacts, Agency Contact* of this FOA. **Requests must be received on or before the due date for applications listed in this FOA.** Exemption requests may be submitted by regular mail or by email.

In all cases, the decision to allow an exemption to accept submission of paper state plans and reporting forms will rest with the Program Office listed in this FOA and/or ACF's Office of Grants Management. Exemptions are applicable only to the federal FY in which they are received and approved. If an exemption is necessary for a future federal FY, a request must be submitted during each federal FY for which an exemption is necessary.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this FOA must submit the listed Standard Forms (SFs), assurances, and certifications. All required SFs, assurances, and certifications are

available at the [Grants.gov Forms Repository \(https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html\)](https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html).

Forms/Certifications	Description	Where Found
SF-424M (Mandatory Form)	This is a required Standard Form. Application for Federal Assistance – Mandatory	Available at http://www.grants.gov/web/grants/forms/sf-424-mandatoryfamily.html .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Required of all applicants at the time of their application. If not available at the time of application, it must be submitted prior to the award of the grant.	Available at http://www.grants.gov/web/grants/forms/sf-424-mandatoryfamily.html .
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 application shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.	"Disclosure Form to Report Lobbying" is available at http://www.grants.gov/web/grants/forms/sf-424-mandatoryfamily.html .

Assurance of Compliance with Grant Requirements	Required of all applicants at the time of their application.	See Appendix A for the complete description.
SF-424A- Budget Information – Non-Construction Programs	Submission is required for all applicants. Forms must be submitted by the application due date.	Available at http://www.grants.gov/web/grants/forms/sf-424-mandatoryfamily.html

The Project Description

The application, including all required forms, assurances, and certifications, must be signed by the tribally designated official (*see Section I., Program Description, Funding Opportunity Description/Definitions*).

The application must contain the following project description information in the specific order shown below with sections labeled accordingly.

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 (42 U.S.C. 10407(a)(2)(G)).
- (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 of the entity submitting the application (*see Section III. Eligibility Information, 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 <https://www.gpo.gov/fdsys/pkg/FR-2017-01-17/pdf/2017-00912.pdf> or tribe has contracted with HHS or BIA through the Indian Self- Determination and Education Assistance Act of 1975 through another grant program).
- (7) Signature of the tribally designated official and the date signed.

NOTE: In addition to the above, additional information is required for an application from a tribal consortium (*see Section G. Consortium Applicants* below).

B. Statement of Need

A narrative of the need for services, including the following information:

- (1) A detailed description of the service area(s) [(i.e., reservation(s), towns, counties, and/or portions of the state(s)) and population(s)] to be served (i.e., utilization of census numbers and/or the tribe's and/or service area's population, etc.).
- (2) Provide the 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) Describe the 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. Capacity

- 1) A description of the applicant's operation or ability to operate and/or capacity to provide services under the FVPSA program, including, but not limited to, the following:
 - a) The current operation of a shelter, safe house, or the current operation of a domestic violence prevention program.
 - b) 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.
 - c) The operation of social services programs through receipt of grants or contracts under Indian Child Welfare grants from BIA or Child Welfare Services or Family Support grants under Title IV- B of the Social Security Act ((45 CFR § 1370.10(c)(5)(i-iii)).
- (2) A description of staff involved in carrying out the FVPSA program:
 - a) Expertise, skills, and knowledge of staff.
 - b) Commitment to increasing staff's expertise, skills, and knowledge through continuing education and training.
- (3) A description of the methods to involve knowledgeable individuals and other interested organizations in providing services. For example, individuals and organizations may include other social services programs operated by the applicant that assist victims of domestic and dating violence and their dependents, such as social services staff, tribal officials, tribal law enforcement, state domestic violence coalition or tribal coalitions, other domestic violence shelters or supportive service providers, etc. (45 CFR § 1370.10(c)(4)).

D. Services to be Provided

- (1) A description of the activities and services that will be provided (45 CFR § 1370.10(c)(6)) in whole or in part with FVPSA funds, including the following information:
 - i. How the applicant will provide shelter (see *Section I., Program Description, Funding Opportunity Description/Definitions*) to adult and youth victims of

domestic violence, dating violence, and their dependents. Please note that victims of sexual assault and human trafficking may be included when the sexual assault or trafficking 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.

- i. If the applicant does not have its own shelter, then describe how it will use FVPSA funds to provide shelter in alternative ways (e.g., 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).

ii. Supportive services (see *Section I., Program Description, Funding Opportunity Description/Definitions and Funding Opportunity Description/Use of Funds* for a complete description) that will be provided to adult and youth victims of domestic violence and dating violence, which may include the following:

- i. Individual and group counseling, peer support groups, and referral to community-based services.
- ii. 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.
- iii. 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.
- iv. Culturally and linguistically appropriate services.
- v. 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.
- vi. Advocacy, case management services, and information and referral services concerning issues related to family violence, domestic violence, or dating violence intervention and prevention.
- vii. Prevention services, including outreach to underserved populations.

iii. 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.

E. Budget Narrative

- a) Provide a narrative to describe how FVPSA funds will be used to support planned activities and services, as described in *Section D(1)* above, that may include, the following:
 - i. Staff positions and titles along with the responsibilities and duties for each, including an estimated percentage of effort funded by FVPSA.
 - ii. Training and technical assistance activities, which may include travel to conferences, meetings, and other associated costs.
 - iii. Development of public awareness and prevention materials.
 - iv. Shelter facility rent, utilities, maintenance, etc.
 - v. Client support costs, such as transportation, food, clothing, etc.
 - vi. Outreach program costs.
 - vii. Consulting or contractual agreements for services.

- b) All applicants are required to submit:
 - i. a line item project budget
 - ii. budget justification (may be included with the line item budget; see sample)*
 - iii. SF 424-A Form

*The budget justification consists of a budget narrative and a line item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Budget - General

Use the following guidelines for preparing the budget and budget justification. It is suggested that budget amounts and computations be presented in a columnar format as follows: first column, object class categories; second column, federal budget; next column(s), non- federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the positions that will be supported with FVPSA funds. For each staff person, provide the following: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits, unless treated as part of an approved indirect

cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs, such as health insurance, Federal Insurance Contributions Act taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. The applicant must set aside FVPSA funds for travel expenses for at least one, but up to two, staff to attend the annual FVPSA grantee meeting, regional meetings, or other FVPSA meetings to be determined.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than 1 year per unit and an acquisition cost that equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested, applicants must provide a description of the equipment; 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. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods, except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and

subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$250,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to, the following: consultant costs; local travel; insurance; food (when allowable); medical and dental costs (non-contractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the HHS or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed FY, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

F. Policies and Procedures

- a) Describe how the applicant will document and track the data elements (outputs) required under the annual 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.

- b) Provide, as an attachment, only 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 I., Program Description, . Funding Opportunity Description/Client Confidentiality* (45 CFR § 1370.10(c)(8)). Please do not attach entire policy manuals. This must include the following elements:
 - i. Non-disclosure of PII to a third party including any federal, state, or tribal funder for purposes of data collection, reporting, monitoring, or evaluation.
 - ii. Prohibition on sharing client information without an informed, written, reasonably time-limited client release to any third party, including child welfare, tribal police, and/or tribal officials.
 - iii. When and how a client may consent to a release of information.
 - iv. When the applicant may need to share PII without the consent of the client.
 - v. Confidentiality of location of shelter, if applicable.
- c) Describe your policy and procedures related to retention of financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award. Federal award records must be retained for a period of 3 years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the HHS awarding agency or pass-through entity in the case of a subrecipient. HHS awarding agencies and pass-through entities must not impose any other record retention requirements upon non-federal entities (45 CFR § 75.361- 75.365).

G. Consortium Applicants

If the applicant is applying as part of a Tribal Consortium (see *Section I., Program Description, Funding Opportunity Description/Definitions*), include the following:

- a) In addition to items 1-7 under *Section IV. A Cover Letter*, an application must include the following required information:
 - i. Name of each tribe in the consortium.
 - ii. EIN of each tribe in the consortium.
 - iii. DUNS number of each tribe in the consortium.
 - iv. Confirmation that each tribe in the consortium is federally recognized (see *Section A*, number 6 above).
- b) In addition to the description of the applicant's overall services to be provided (see *Section D*), describe specifically how this FVPSA award will support the provision of services to each tribe in the consortium. Include how services will be coordinated. Please note that separate narratives for each member are *not* required.
- c) An application must provide letters of commitment, memoranda of understanding, or equivalent documentation that:
 - i. Identifies the primary applicant responsible for grant administration.

- ii. Documents commitments made by eligible partner applicants.
 - iii. Describes the roles and responsibilities of each partner in the consortia ((45 CFR § 1370.10(c)(3)).
- d) In addition to the requirements in *Section H., Current and Signed Tribal Resolution* below, a resolution or equivalent document is required for each federally recognized tribe represented.

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 (i.e., meeting minutes from the governing body and/or letters from the authorizing official reflecting approval of the application's submittal, depending on what is appropriate for the applicant's governance structure) signed by the tribally designated official(s) (45 CFR § 1370.10(c)(1)). 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, please see additional requirements in *Section G., Consortium Applicants* above. The resolution or equivalent document must:

- a) State that the tribe, tribal organization, or nonprofit private organization has the authority to submit an application on behalf of the individuals in the tribe(s) and to administer programs and activities funded.
 - b) Specify the name(s) of the tribe(s) on whose behalf the application is submitted and the service areas for the intended grant services.
 - c) Be signed or have an effective issue date of no more than 5 years before the due date of this FOA.
 - d) If an expiration date is included, it must be after the end of the grant's project period.
- NOTE: there is no requirement that the resolution have an expiration date.

NOTE: A new tribal resolution or its equivalent must be submitted when any of the following apply:

- a) An applicant did not receive funding in the immediately preceding FY.
- b) An applicant funded as part of a tribal consortium in the immediately preceding FY is now seeking funds as a single tribe on its own behalf.
- c) An applicant funded as a single tribe on its own behalf in the immediately preceding FY is now seeking funding as part of a consortium.
- d) The document refers **ONLY** to one specific FVPSA grant year or period, even if the document has been signed within the past 5 years. If an applicant references the specific grant name without putting a specific grant year, the applicant can 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 OMB control number 0970- 0280, which expires March 31, 2021. 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.

Funding Restrictions

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, 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 \$199,300. 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.*

V. AWARD ADMINISTRATION INFORMATION

The Secretary of HHS shall approve any application that meets the requirements of the FVPSA and this FOA. 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 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 the tribe provides documentation that the deficiencies have been corrected. (See 42 U.S.C. 10407(b)(1) and (2) and 42 U.S.C. 10409(d).)

Administrative and National Policy Requirements

For the terms and conditions that apply to all mandatory grants and ACF program-specific terms and conditions, go to [ACF Terms and Conditions](#) and [FVPSA specific terms and conditions](#).

Reporting

Recipients are required to submit post-award performance progress reports and financial reports. Program reporting forms for mandatory grant programs must be submitted electronically through the OLDC via <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. Please see *Section IV. APPLICATION AND SUBMISSION INFORMATION* for more information on required electronic submission, as well as exemption from this requirement.

Performance Progress Reports (PPR)

Recipients are required to submit an annual PPR describing the activities carried out and an evaluation of the effectiveness of those activities in achieving the purposes of the grant (42 U.S.C. § 10406(d)). Recipients that subaward funds or provide services in more than one location must compile the information from the different locations into a comprehensive PPR for submission. A copy of the PPR is available on the FYSB website at <https://www.acf.hhs.gov/fysb/form/performance-progress-report-form-state-and-tribal-fvpsa-grantees>.

PPRs are due on an annual basis at the end of the calendar year (**December 29**) and will cover the 12 months from October 1 through September 30 of the current FY. Reports must be submitted online unless a pre-approved exemption is obtained. Recipients must submit their reports online through the OLDC system at <http://www.GrantSolutions.gov>.

NOTE: HHS may suspend funding for an approved application if any applicant fails to submit an annual performance report or if the funds are expended for purposes other than those set forth under this FOA.

Note: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this FOA, FYSB will not conduct or sponsor, and a person is not required to respond to, a collection of information covered by such Act, unless it displays a currently valid OMB control number. The described PPR information collection is approved under OMB control #0970-0280, expiration date March 31, 2021.

Federal Financial Reports (FFR)

Recipients must submit FFRs through the HHS PMS for each grant award using SF-425. The following table lists the due dates for the first and final FFR for FY 2021, FY 2022, and FY 2023 grant awards.

Fiscal Year	Project and Expenditure Period	Report Period End Date	FFR Due Date First Report	FFR Due Date Final Report
FY2021	10/1/2020 – 9/30/2022	9/30/2021	12/31/2021	12/31/2022
FY2022	10/1/2021 – 9/30/2023	9/30/2022	12/31/2022	12/31/2023
FY2023	10/1/2022 – 9/30/2024	9/30/2023	12/31/2023	12/31/2024

In addition, a separate, quarterly financial report must be submitted electronically through the PMS using the SF-425.

NOTE: Failure to submit reports on time may be a basis for withholding grant funds or suspending or terminating the grant.

Note: It is the grantee's responsibility to ensure that FVPSA is made aware of any changes to the tribally designated official and/or contact person that occur at any time during the entire project period. Grantees must ensure that the tribally designated official has warranted access to OLDC for persons who need to submit the PPR and access to the PMS for persons who need to submit the FFR.

Note: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this FOA, FYSB will not conduct or sponsor – and a person is not required to respond to a collection of information covered by such Act, unless it displays a currently valid OMB control number. The described PPR information collection is approved under OMB control #0970-0280, expiration date March 31, 2021.

FFATA Subaward and Executive Compensation

Awards issued as a result of this FOA may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR § 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\)](#) 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.grants.gov/forms/post-award-reporting-forms.html>.

VI. HHS AWARDING AGENCY CONTACTS

Program Office Contact

HHS Region I, X

- Region I: Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut
- Region X: Alaska, Oregon, Idaho, Washington

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

HHS Region II

- Region II: New York, New Jersey, Puerto Rico, U.S. Virgin Islands

Contact: Maurice Hendrix, Senior Program Specialist
Phone: 202-690-5589
Email: Maurice.Hendrix@acf.hhs.gov

HHS Region III & VIII

- Region III: Pennsylvania, West Virginia, Delaware, Maryland, District of Columbia, Virginia
- Region VIII: Montana, North Dakota, South Dakota, Wyoming, Utah, Colorado

Contact: Tya Johnson, Senior Program Specialist

Phone: 202-690-7862

Email: Tya.Johnson@acf.hhs.gov

HHS Regions IV

- Region IV: North Carolina, South Carolina, Kentucky, Tennessee, Georgia, Mississippi, Alabama, Florida

Contact: Jacqueline Sanchez-Perez, Senior Program Specialist

Phone: 202-401-9346

Email: Jacqueline.Sanchez-Perez@acf.hhs.gov

HHS Region V

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

Contact: Brian Pinero, Program Specialist

Phone: 202-401-5524

Email: Brian.Pinero@acf.hhs.gov

HHS Region VI

- Region VI: Arkansas, New Mexico, Oklahoma, Texas, Louisiana

Contact: Katherine Cloutier, Senior Program Specialist

Phone: 202-260-5738

Email: Katherine.Cloutier@acf.hhs.gov

HHS Region VII

- Region VII: Iowa, Missouri, Kansas, Nebraska

Contact: Tondala Gass, Senior Program Specialist

Phone: 202-690-1216

Email: Tondala.Gass@acf.hhs.gov

HHS Region IX

- Nevada, California, Arizona, Hawaii, America Samoa, Northern Mariana, Micronesia, Guam, Marshall Islands, Palau

Contact: Betty Johnson, Program Specialist

Phone: 202-205-4866

Email: Betty.Johnson@acf.hhs.gov

Grants Management Contact

HHS Regions I, II and IV

Region I: Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut
Region II: New York, New Jersey, Puerto Rico, U.S. Virgin Islands
Region IV: North Carolina, South Carolina, Kentucky, Tennessee, Georgia, Mississippi, Alabama, Florida

Contact: George Barnwell, Grants Management Officer
Phone: 617-565-1403
Email: George.Barnwell@acf.hhs.gov

HHS Region III, VI, and VII

Region III: Pennsylvania, West Virginia, Delaware, Maryland, District of Columbia, Virginia
Region VI: New Mexico, Oklahoma, Arizona, Texas, Louisiana
Region VII: Iowa, Missouri, Kansas, Nebraska

Contact: Janice Realeza, Grants Management Officer
Phone: 215-861-4007
Email: Janice.Realeza@acf.hhs.gov

HHS Region V, VIII, IX, and X

Region V: Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio
Region VIII: Montana, North Dakota, South Dakota, Wyoming, Utah, Colorado
Region IX: Nevada, California, Arizona, Hawaii, American Samoa, Northern Mariana, Micronesia, Guam, Marshall Islands, Palau
Region X: Alaska, Washington, Idaho, Oregon

Contact: Margaret Dixon Harrell, Grants Management Officer
Phone: 312-353-4720
E-mail: Margaret.harrell@acf.hhs.gov

Appendices

Appendix A, *Assurance of Compliance with Grant Requirements*, must be signed and submitted as part of the application.

Appendix B, *Pre-Award & Post-Award Checklist*, is intended to be a tool to assist applicants in completing and submitting their application. This checklist should not be returned with the application. It should be kept with the applicant to assist with post-award monitoring and reporting requirements.

APPENDIX A - Assurance of Compliance with Grant Requirements

By signing and submitting this document, the applicant or grantee agrees to comply with all requirements of FVPSA, including, but not limited to, the following conditions imposed by FVPSA, 42 U.S.C. 10401 *et seq.* and 45 CFR part 1370.

- (1) Grant funds will be used to provide shelter, supportive services, and prevention services to adult and youth victims of family violence, domestic violence, or dating violence and their dependents (42 U.S.C. 10408(a)).
- (2) Grant funds will not be used as direct payment to any victim of family violence, domestic violence, dating violence, or to any dependent of such victim (42 U.S.C. 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 FVPSA (42 U.S.C. 10406(c)(3)).
- (4) No fees will be levied for assistance or services provided with funds appropriated to carry out FVPSA (42 U.S.C. 10406(c)(3)).
- (5) The applicant has established policies, procedures, and protocols to ensure compliance, including by subrecipients, with the provisions of 42 U.S.C. § 10406(c)(5) regarding nondisclosure of confidential or private information (42 U.S.C. 10407(a)(2)(A)).
- (6) Pursuant to 42 U.S.C. 10406(c)(5), the applicant will comply with requirements to ensure the non-disclosure of confidential or private information, which include, but are not limited to, the following requirements: a) grantees will not disclose any PII collected in connection with services requested (including services used or denied) through a grantee's funded activities, or reveal PII 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 and in accordance with 42 U.S.C. 10406(c)(5)(B)(ii); b) grantees will not release information compelled by statutory or court order unless adhering to the requirements of 42 U.S.C. 10406(c)(5)(C); and c) grantees may share non-PII in the aggregate for the purposes enunciated in 42 U.S.C. 10406(c)(5)(D)(i), as well as for other purposes found in 42 U.S.C. 10406(c)(5)(D)(ii) and (iii).
- (7) The address or location of any shelter or facility assisted under 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 (42 U.S.C. 10406(c)(5)(H)). Shelters that choose to remain confidential must develop and maintain systems and protocols to remain secure, which must include policies to respond to disruptive or dangerous contact from abusers. Tribal governments, while exercising due diligence to comply with statutory law and

regulations regarding the confidentiality of the shelter location, may determine how best to maintain the safety and confidentiality of shelter locations (45 CFR § 1370.4(g)(1) and (g)(2)).

- (8) The applicant will ensure that it and its subrecipients will not discriminate on the basis of age, sex, disability, race, color, national origin, or religion (42 U.S.C. § 10406(c)(2)). “No person shall on the ground of actual or perceived sex, including gender identity, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA” (45 CFR § 1370.5(a)). “No person shall on the ground of actual or perceived sexual orientation be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA” (45 CFR § 1370.5(c)).
- (9) The applicant shall use FVPSA funds 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 (42 U.S.C. 10406(c)(6)).
- (10) Receipt of supportive services under the FVPSA will be voluntary. No condition will be applied for the receipt of emergency shelter (42 U.S.C. 10408(d)(2) and 45 CFR § 1370.10(b)(10)).
- (11) 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 (42 U.S.C. 10407(a)(2)(H)).

Printed Name and Title of Tribally Designated Official

Signature of Tribally Designated Official

Date Signed

Name of Tribe, Tribal Organization, or Other Eligible Organization

APPENDIX B – Pre-Award and Post-Award Checklist

This checklist is designed to ensure the applicant submits required documents for submission (pre-award) as well as required documents for submission once the award is received (post-award). This checklist does not take the precedent of the application requirements above, but can be used to ensure consistency and completeness in carrying out FVPSA funding.

Pre-Award

A. Cover Letter

- Name and mailing address of the tribe, tribal organization, or nonprofit private organization applying for the FVPSA grant.
- Name of the tribally designated official authorized to administer this grant, along with the official's telephone number, fax number, and e-mail address (42 U.S.C. 10407(a)(2)(G)).
- EIN of the entity submitting the application.
- A 9-digit DUNS number of the entity submitting the application (see *Section III., Eligibility Information, Eligibility/DUNS Number and System for Award Management (SAM) Requirement*).
- Confirmation that the tribe is federally recognized (e.g., name of tribe is in Federal Register <https://www.gpo.gov/fdsys/pkg/FR-2017-01-17/pdf/2017-00912.pdf> or tribe has contracted with HHS or BIA through the Indian Self-Determination and Education Assistance Act of 1975 through another grant program).
- Signature of the tribally designated official and the date signed.

B. Statement of Need

- Describe the service area(s) [(i.e., reservation(s), towns, counties, and/or portions of the state(s)) and population(s)] to be served (i.e., utilization of census numbers and/or the tribe's and/or service area's population, etc.).
- Provide the number of victims of domestic violence, dating violence, and their dependents that the applicant estimates it will serve through shelter and supportive services annually.
- Describe the 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. Capacity

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

- The current operation of a shelter, safe house, or the current operation of a domestic violence prevention program.
- 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.
- The operation of social services programs through receipt of grants or contracts under Indian Child Welfare grants from BIA or Child Welfare Services or Family Support grants under Title IV-B of the Social Security Act (45 CFR § 1370.10(c)(5)(i-iii)).
- A description of staff involved in carrying out the FVPSA program:
 - Expertise, skills, and knowledge of staff.
 - Commitment to increasing staff's expertise, skills, and knowledge through continuing education and training.
- A description of the methods to involve knowledgeable individuals and other interested organizations in providing services. For example, individuals and organizations may include other social services programs operated by the applicant that assist victims of domestic and dating violence and their dependents, such as social services staff, tribal officials, tribal law enforcement, state domestic violence coalition or tribal coalitions, other domestic violence shelters or supportive service providers, etc. (45 CFR § 1370.10(c)(4)).

D. Services to be Provided

- A description of the activities and services that will be provided (45 CFR § 1370.10(c)(6)) in whole or in part with FVPSA funds, including the following:
 - How the applicant will provide shelter (see *Section I., Program Description, Funding Opportunity Description/Definitions*) to adult and youth victims of domestic violence, dating violence, and their dependents.
 - Supportive services (see *Section I., Program Description, Funding Opportunity Description/Definitions and Funding Opportunity Description/Use of Funds* for a complete description) that will be provided to adult and youth victims of domestic violence and dating violence, which may include the following:
 - Individual and group counseling, peer support groups, and referral to community-based services.

- 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.
- Services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence and increase the accessibility of services.
- Services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling and 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.
- Advocacy, case management services, and information and referral services concerning issues related to family violence, domestic violence, or dating violence intervention and prevention.
- Prevention services, including outreach to underserved populations.
- 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.

E. Budget Narrative

- Provide a narrative to describe how FVPSA funds will be used to support planned activities and services as described in Section D (1) above.
- All applicants are required to submit a line item project budget and budget justification with their application for the year of the proposed project.
- The project budget is entered on the Budget Information Standard Form, [SF-424A](#), according to the directions provided with the form.

F. Policies and Procedures

- Describe how the applicant will document and track the data elements (outputs) required under the annual 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.
- Provide as an attachment only 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 I, Program Description, Funding Opportunity Description/Client Confidentiality* (45 CFR § 1370.10(c)(8)).

Do not include an entire policy manual as an attachment. This must include the following elements:

- Non-disclosure of PII to a third party, including any federal, state, or tribal funder for purposes of data collection, reporting, monitoring, or evaluation.
- Prohibition on sharing client information without an informed, written, reasonably time-limited client release to any third party, including child welfare, tribal police, and/or tribal officials.
- When and how a client may consent to a release of information.
- When the applicant may need to share PII without the consent of the client.
- Confidentiality of location of shelter, if applicable.
- Describe your policy and procedures related to retention of financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award. Federal award records must be retained for a period of 3 years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the HHS awarding agency or pass-through entity in the case of a subrecipient. HHS awarding agencies and pass-through entities must not impose any other record retention requirements upon non-federal entities (45 CFR § 75.361- 75.365).

G. Consortium Applicants

- If the applicant is applying as part of a tribal consortium (see *Section I., Program Description, Funding Opportunity Description/Definitions*):
 - In addition to items 1-7 under *Section IV., Application and Submission Information, A Cover Letter*, an application must include the following required information:
 - Name of each tribe in the consortium.
 - EIN of each tribe in the consortium.
 - DUNS number of each tribe in the consortium.
 - Confirmation that each tribe in the consortium is federally recognized (see *Section A*, number 6 above).
- In addition to the description of the applicant's overall services to be provided (see *Section D*), describe specifically how this FVPSA award will support the provision of services to each tribe in the consortium. Include how services will be coordinated. Please note that separate narratives for each member are not required.
- An application must provide letters of commitment, memoranda of understanding, or equivalent documentation that:
 - Identifies the primary applicant responsible for grant administration.

- Documents commitments made by eligible partner applicants.
- Describes the roles and responsibilities of each partner in the consortia (45 CFR § 1370.10(c)(3)).
- In addition to the requirements in *Section H, Current and Signed Tribal Resolution* below, a resolution or equivalent document is required for each federally recognized tribe represented.

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 (i.e., meeting minutes from the governing body and/or letters from the authorizing official reflecting approval of the application's submittal, depending on what is appropriate for the applicant's governance structure) signed by the tribally designated official(s) (45 CFR § 1370.10(c)(1)). 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, please see additional requirements in *Section G, Consortium Applicants* above. The resolution or equivalent document must:
 - State that the tribe, tribal organization, or nonprofit private organization has the authority to submit an application on behalf of the individuals in the tribe(s) and to administer programs and activities funded.
 - Specify the name(s) of the tribe(s) on whose behalf the application is submitted and the service areas for the intended grant services.
 - Be signed or have an effective issue date of no more than 5 years before the due date of this FOA.
 - There is no requirement that the resolution have an expiration date; however, if one is included, the expiration date must be after the end of the grant's project period.
- NOTE: A new tribal resolution or its equivalent must be submitted when:
 - An applicant did not receive funding in the immediately preceding FY.
 - An applicant funded as part of a tribal consortium in the immediately preceding FY 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 FY 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.

I. Forms, Assurances, and Certifications

- SF-424M (Mandatory Form)
- Certification Regarding Lobbying (Grants.gov Lobbying Form)
- Disclosure of Lobbying Activities (SF-LLL): 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 Form to Report Lobbying," in accordance with its instructions.
- Assurance of Compliance with Grant Requirements

J. After Applications are Submitted

After the application deadline, FVPSA will review applications for the next 45 days. During this time, the applicant may be asked to make corrections that will satisfy the application requirements. The review includes verification of each tribe's and tribal organization's population count to assist in funding decision.

Post-Award

- Grantees are suggested to resubmit budget revisions once awarded. This should be submitted within 10-15 business days into OLDC, accompanied with an email to your Program Specialist.
- PPRs are due on an annual basis at the end of the calendar year (**December 29**) and will cover the 12 months, from October 1 through September 30, of the current fiscal year. Reports must be submitted online unless a pre-approved exemption is obtained. Grantees must submit their reports online through the OLDC system at <http://www.GrantSolutions.gov>.
 - Must have a username and password for GrantSolutions/OLDC.
 - To gain a username and password, contact your Program Specialist.
 - **NOTE: HHS may suspend funding for an approved application if any applicant fails to submit an annual performance report or if the funds are expended for purposes other than those set forth under this FOA.**
- Recipients must submit FFRs through the HHS PMS (<https://pms.psc.gov/>) for each grant award using SF-425 (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>). The following table lists the due dates for the first and final FFR for FY 2021, FY 2022, and FY 2023 grant awards.

Fiscal Year	Project and Expenditure Period	Report Period End Date	FFR Due Date First Report	FFR Due Date Final Report
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<input type="checkbox"/>	FY2021	10/1/2020 – 9/30/2022	9/30/2021	12/31/2021	12/31/2022
<input type="checkbox"/>	FY2022	10/1/2021 – 9/30/2023	9/30/2022	12/31/2022	12/31/2023
<input type="checkbox"/>	FY2023	10/1/2022 – 9/30/2024	9/30/2023	12/31/2023	12/31/2024

- In December, start preparing for the next application submission by reviewing the Standard FOA. If your organization needs a new resolution, start preparing the new resolution to be submitted with the new application.