



Family Violence Prevention & Services Program

2020 Coronavirus Aid Relief and Economic Security Act (CARES Act) Supplemental Funding Application Upload instructions

FVPSA CARES Act grant recipients are required to submit post-award documents related to the funding documents:

1. CARES Act Supplemental Funding Verification Statement;
2. COVID-19 Activity Overview;
3. SF 424A form and Budget narrative form;
4. Financial reports; and
5. Performance Reports due October 31, 2021

Please follow the guidance below to submit the CARES Act Supplemental Funding Verification Statement, COVID-19 Activity Overview and FS 424A and Budget and Budget Narrative forms

1. Sign into www.GrantSolutions.gov using your Username and Password for GrantSolutions/OLDC
2. On the homepage of GrantSolutions locate “OLDC” on the top right hand side of your screen. Click “OLDC”
3. Click “Report Form Entry”
4. Under Program Name choose one of the following:
 - For State Administrations and Tribes, please select States and Tribes – Family Violence Prevention and Services Supplemental
 - For State Domestic Violence Coalitions, please select the Statewide Domestic Violence Coalition Supplemental
5. Select the “+” beside the date **10/01/2019 – 09/30/2020**
6. Fill out the SF-424M (numbers with *asterisks are required for submission)
7. Attach all supplement application documents by clicking “view/add attachments” and attaching the forms under “Form Level Attachment”.
8. Click “Close” on the “Form Level Attachment”. The pop-up will take you back to the SF-424M page
9. Click “save” and “validate”

10. Click “certify” and look for the “click to sign” located on the bottom left hand side of the SF-424M page (electronically signs the application)

10. At the top of the page, click “submit” which will officially submit your application materials. Please remember to review your email to ensure you receive a confirmation message. If you don’t receive an email, please repeat steps 9 and 10 until a confirmation email is received

Should you have any questions, please feel free to reach out to your Program Specialist as defined below:

FORMULA TEAM REGIONAL CONTACT INFORMATION	
<p>Rickeya Franklin – Formula Team Manager</p> <p>Rickeya.Franklin@acf.hhs.gov</p> <p>(National Domestic Violence Hotline)</p>	
<p>Kimberly Feeney – Senior Program Specialist</p> <p style="text-align: center;">202-358-3245</p> <p style="text-align: center;">Kimberly.Feeney@acf.hhs.gov</p> <ul style="list-style-type: none"> • States and Coalitions in Regions 6, 7 & 8 • Tribes in Regions 7 & 8 	<p>Shena Williams – Senior Program Specialist</p> <p style="text-align: center;">202-205-5932</p> <p style="text-align: center;">Shena.Williams@acf.hhs.gov</p> <ul style="list-style-type: none"> • States and Coalitions in Regions 9 & 10 • Alaska Tribes Only
<p>Brian Pinero – Program Specialist</p> <p style="text-align: center;">202-401-5524</p> <p style="text-align: center;">Brian.Pinero@acf.hhs.gov</p> <ul style="list-style-type: none"> • States & Coalitions in Regions 1, 2, 3, 4 & 5 	<p>Betty Johnson – Program Specialist</p> <p style="text-align: center;">202-205-4866</p> <p style="text-align: center;">Betty.Johnson@acf.hhs.gov</p> <ul style="list-style-type: none"> • Tribes in Region 1, 2, 3, 4, 5, 6, 9 and 10