

# Dropping the mike..

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“well, after putting it carefully into its protective case first, of course!”

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My last day at the Board will be Friday, May 18<sup>th</sup>. It’s been an honor and a privilege working with you, and for the Northwest Tribes. I am truly thankful for the opportunities and experiences I have had here at the Board.

Sláinte,  
Chris Sanford,  
NPAIHB Network Administrator

Chris, you will be missed here at the Board. You are one talented, patient person to work with. May your journey be filled with adventure, laughter and excitement. There is no “Good-Bye” in most Native language, so until we see you again.

U.S. Department of Justice  
Office on Violence Against Women (OVW)



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# OVW Fiscal Year 2018 Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program

## Invitation to Apply

Release Date: on or about May 16, 2018

### Eligibility

Eligible applicants are limited to: **recognized tribal coalitions.**  
(See "[Eligibility Information](#)")

### Deadlines

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on June 27, 2018.**  
(See "[Submission Dates and Times](#)")

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with [Grants Management System \(GMS\)](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [GMS](#) immediately, but no later than, June 11, 2018.

(See "[Registration](#)")

**Pre-Application Information Sessions:** OVW will conduct a one Pre-Application Information Session for entities interested in submitting an application for the Grants to Tribal Domestic

Violence and Sexual Assault Coalitions Program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Session](#)”)

## Contact Information

For assistance with the requirements of this solicitation, contact Christopher Alston at [christoper.alston@usdoj.gov](mailto:christoper.alston@usdoj.gov). Alternatively, interested parties may call OVW at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for the **Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program** will be submitted through GMS. For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2018.

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# OVW Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program (CFDA 16.557)

## ***A. Program Description***

### **Overview**

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

### **About the OVW Tribal Coalitions Program**

The Tribal Domestic Violence and Sexual Assault Coalitions Program (Tribal Coalitions Program) was first authorized by Violence Against Women Act of 2000 (VAWA 2000) and is codified at 34 U.S.C § 10441(d) and 34 U.S.C. § 12511(d). The program supports the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions. The Violence Against Women Reauthorization Act of 2013 (VAWA 2013) changed the program from a discretionary program to a mixed formula and discretionary program, with each recognized coalition receiving an equal amount of available funds and organizations that propose to incorporate and operate new tribal coalitions eligible to apply for discretionary funding.

This program is funded through statutory set-asides from the STOP Violence Against Women Formula Program (34 U.S.C. § 10446(b)(4)) and the Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (34 U.S.C. §10461(f)). The Tribal Coalitions Program also includes a statutory set-aside from the Sexual Assault Services Program (SASP), specifically for tribal sexual assault coalitions (34 U.S.C. § 12511(d)(3)(A)).

For additional information on the Tribal Coalitions Program, including what past Tribal Coalitions Program grantees have accomplished with their grant funds and to view the Tribal Coalitions Program performance measures and grantee-reported data, see <http://muskie.usm.maine.edu/vawamei/tribalcoalitionsmain.htm>.

### **Program Scope**

Activities supported by the Tribal Coalitions Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Grant Recipients," and the conditions of the award.

### **Purpose Areas**

In FY 2018, funds under the Tribal Coalitions Program may be used for the following statutory purposes:

1. Increasing awareness of domestic violence and sexual assault against Indian women;
2. Enhancing the response to violence against Indian women at the federal, state, and tribal levels;
3. Identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to Indian women victimized by domestic and sexual violence, including sex trafficking; and
4. Assisting Indian tribes in developing and promoting state, local, and tribal legislation and policies that enhance best practices for responding to violent crimes against Indian women, including the crimes of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.

### **Sexual Assault Purpose Areas**

Eligible sexual assault coalitions or dual sexual assault and domestic violence coalitions will receive additional funding from SASP's tribal sexual assault coalitions set-aside in the amount of \$20,525 if they propose activities in the following areas:

1. Work with local sexual assault programs and other providers of direct services for sexual assault victims to encourage appropriate responses to sexual assault within the state, territory, or tribe;
2. Work with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases;
3. Work with courts, child protective services agencies, and children's advocates to develop appropriate responses to child custody and visitation issues when sexual assault has been determined to be a factor;
4. Design and conduct public education campaigns on sexual assault;
5. Plan and monitor the distribution of sexual assault related grants and grant funds to their state, territory, or tribe; or
6. Collaborate with and inform federal, state, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual assault.

### **Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>1</sup>
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;

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<sup>1</sup>If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims; and
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing.

This list is not exhaustive. Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval of an award by OVW.

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by Tribal Coalitions Program funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see "[Research and Protection of Human Subjects](#)" in the [Solicitation Companion Guide](#)).
2. Civil legal services beyond assisting victims with obtaining protection orders or legal representation beyond what is needed to protect a victim's safety.

In addition, the Tribal Coalitions Program has the following budget limitations:

1. Applicants may not allocate more than 15% of the funds requested to direct services for victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.
2. Applicants may not allocate more than three percent of the funds requested to support project evaluation activities.

Any out of scope activities will need to be removed from the application prior to receipt of an award.

### **Unallowable Activities**

OVW has determined the activities listed below to be unallowable, and they will not be supported by Tribal Coalitions Program funding.

1. Lobbying (except with explicit statutory authorization);
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction.

Any unallowable activities will need to be removed from applications prior to receipt of an award.



## ***B. Federal Award Information***

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available.

### **Award Period**

The grant award period is 12 months. Budgets must reflect 12 months of project activity, and the total “estimated funding” on the SF-424 must reflect 12 months. Generally, the award period will start on October 1, 2018.

### **Award Amounts**

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

FY 2018 funding levels under the Tribal Coalitions Program are as follows:

1. Recognized sexual assault only or dual domestic violence and sexual assault coalitions are eligible for \$371,956, plus an additional \$20,525 from the SASP tribal sexual assault coalitions set-aside for a total of \$392,481.
2. Recognized domestic violence coalitions are eligible for \$371,956.

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

Applicants may also elect to request less than the eligible award amount.

OVW will make a maximum of 18 awards. The Tribal Coalitions Program will make awards based on the information described above.

All awards will be made as grants.

### **Types of Applicants**

In FY 2018, OVW will accept applications for the Tribal Coalitions Program from all coalitions listed as eligible on the list below. Coalition applicants with current awards should ensure that activities proposed in the FY 2018 application are not duplicative of activities funded under previous Tribal Coalitions Program awards unless support for these activities has been fully expended. Coalitions that elect not to receive an award in FY 2018 will not be removed from consideration for future years.

## **C. Eligibility Information**

### **Eligible Applicants**

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.<sup>2</sup>

### **Eligible Entities**

Eligible entities for this program in FY 2018 are tribal coalitions that have been recognized by OVW as meeting the statutory definition of a “tribal coalition” and providing services to Indian tribes.<sup>3</sup>

The following are tribal coalitions that have been recognized by OVW:

1. Yupik Women's Coalition, AK
2. Healing Native Hearts Coalition, AK
3. Hopi-Tewa Women's Coalition to End Abuse, AZ
4. Southwest Indigenous Women's Coalition, AZ
5. Strong Hearted Native Women's Coalition, Incorporated, CA
6. Wabanaki Women's Coalition, Incorporated, ME
7. Uniting Three Fires Against Violence, MI
8. Minnesota Indian Women's Sexual Assault Coalition, MN
9. Mending the Sacred Hoop, MN
10. Montana Native Women's Coalition, MT
11. First Nations Women's Alliance, ND
12. Coalition to Stop Violence Against Native Women, NM
13. Seven Dancers Coalition, NY
14. Native Alliance Against Violence, Incorporated, OK
15. Native Women's Society of the Great Plains, SD
16. Restoring Ancestral Winds, Incorporated, UT
17. Washington State Native American Coalition, WA
18. American Indians Against Abuse, WI

### **Nonprofit Organization Requirement – 501(c)(3) Status**

Any entity that is eligible for the Tribal Coalitions Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(16)(B).

### **Nonprofit Organization Requirement – Offshore Accounts**

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Tribal Coalitions Program.

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<sup>3</sup> By statute, OVW also may make discretionary awards to organizations that propose to incorporate and operate a tribal coalition in areas where Indian tribes are located and no tribal coalition exists. To be invited to apply for funding as a new coalition, organizations must engage in a multi-step planning process. For FY 2018, no organizations have completed this process, and therefore OVW will not be making any discretionary awards to new coalitions under this solicitation.

### **Cost Sharing or Match Requirement**

This program has no match or cost sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Tribal Coalitions Program must also meet the requirements below. All eligibility related documents must be current and developed in accordance with the FY 2018 solicitation. Applications that do not meet all the program eligibility requirements may experience a delay in funding under the Tribal Coalitions Program, or OVW may issue the award with a withholding special condition providing that no funds can be spent until the requirements are all met.

#### Documentation of Services

Applicants should provide information on the services, support, and technical assistance provided to member Indian service providers and tribes. This information should be provided in the Project Narrative, as described on page 9.

#### List of Board Members

Applicants must provide a list of the coalition board members. This information should be provided in the Project Narrative, as described on page 11.

#### List of Tribes Served and Coalition Members

Applicants must provide a list and a map of the Indian tribes served by the coalition and a list of the coalition's membership. This information should be provided in the Project Narrative, as described on page 9.

### **Limit on Number of Applications Submissions**

OVW will consider only one application per organization in response to this solicitation. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package is available on [GMS](#) or at the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Christopher Alston at [Christopher.Alston@udoj.gov](mailto:Christopher.Alston@udoj.gov).

### **Pre-Application Information Sessions**

OVW will conduct one pre-application information session for entities interested in submitting an application for the Tribal Coalitions Program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply. During this session, OVW staff will review the Tribal Coalitions Program requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for **3:00-4:30pm Eastern Time (E.T.) on May 24, 2018**.

Anyone interested in submitting an application to the Tribal Coalitions Program may register to participate in a pre-application information session. The total number of participants for the

session may be limited. Registration is on a first-come-first-served basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many interested applicants as possible can join a session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, contact Christopher Alston at [Christopher.alston@usdoj.gov](mailto:Christopher.alston@usdoj.gov). Registration must be received at least 7 days prior to the start of the session. Participants are not registered until they receive a confirmation email. Interested applicants needing additional language assistance should contact Christopher Alston at 202-307-6026, as soon as possible, but no later than two days prior to the start of the session.

### **Content and Form of Application Submission**

The information below (“**Application Contents**” through “**Additional Required Information**”) describes the full content and form of application submission.

#### **Application Contents**

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements may result in a delay in processing the award. The award also may include special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Applicants should not submit documents that were not specifically asked for in the solicitation. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

#### **Formatting and Technical Requirements**

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

#### **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and may result in a delay in funds.

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative

### Summary Data Sheet

The Summary Data Sheet should be 1-4 pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20-page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (i.e., the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will ultimately implement the project, and that the applicant itself will not be involved with implementation of the project beyond issuing a subaward or subawards to other entities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The applicant must also list all of the entities with which it will enter into agreements to implement the project, and should include a description of how these entities intend to accomplish the purposes of the award (if such a description is not already provided in a Memorandum of Understanding submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. If yes, please also specify the end date of the applicant's fiscal year.
5. Summary of current and recent OVW projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the format found in [APPENDIX C](#).
6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
7. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2018 **to do similar work**. Provide this information in a table using the format found in [APPENDIX D](#).
8. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
9. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures of Process Related to Executive Compensation](#)" section.
10. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentage of grant activities should not exceed 100%):
  - a) Sexual assault;

- b) Domestic violence;
- c) Dating/teen dating violence;
- d) Stalking; and/or
- e) Sex Trafficking

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary (no more than two pages double spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, and any products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

### **Project Narrative**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following sections: 1) Purpose of Application; 2) What Will Be Done; and 3) Who Will Implement the Project.

#### Purpose of Application

This section must:

1. Describe the communities to be served including the geographic location, the populations in the service area, and any marginalized and/or underserved populations;<sup>4</sup>
2. A list and map of the specific Indian tribes or region served by the applicant;
3. A list and general description of the coalition's membership;
4. A description of the services, support, and technical assistance provided to such members and Indian tribes by the applicant;
5. A summary of the programs that currently provide direct services to victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking in the proposed service area;
6. A detailed description of the applicant's efforts to forge collaborative relationships with key stakeholders in the service area, including: tribal governments, tribal victim services programs, tribal, state, and local criminal justice agencies, healthcare organizations, social services professionals, and other relevant entities; and
7. A description of how the project will impact current or prior efforts.

#### What Will Be Done

This section must provide a clear link between the applicant's proposed activities and the need identified in the "Purpose of Application" section above. This section also must include:

1. A description of how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency;
2. A description of the specific tasks and activities necessary to accomplish each of the project goals and objectives;

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<sup>4</sup> Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/), to obtain this information.

3. A description of any services, awareness campaigns, and education and training events, including establishing a coordinated community response (CCR) and addressing the needs of specific underserved populations, that will be provided to members and tribal communities by the applicant;
4. A description of how existing research and evaluation has been or will be used to inform the project;
5. A description of the expected outcomes and how these outcomes will be measured;
6. A timeline that identifies when project tasks and activities will be accomplished;
7. ; and
8. Applicants that are a sexual assault only or dual sexual assault/domestic violence coalition should describe how tasks, activities, service delivery, and collaborations will meet the specific needs of victims of sexual assault.

### Who Will Implement the Project

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Identify the name, title, and a summary of qualifications and responsibilities/duties for all grant-funded positions that will be maintained with award funds:
4. Identify the title of any new positions that will be created with grant funds, as well as provide a summary of the qualifications and responsibilities for each position;
5. Identify the name, summary of qualifications, and responsibilities of any consultants or contractors who would be hired to carry support the goals and objectives of the proposed project;
6. Identify any partners on the project;
7. Provide a list of the coalition board members; and
8. Describe the capacity of the coalition to implement the project.

All applicants requesting funding to address the Sexual Assault purpose areas must:

1. Demonstrate that the lead applicant organization, one of its collaborative partners, and/or a proposed consultant on the project has demonstrated expertise in addressing sexual assault committed against American Indian or Alaska Native women; and
2. Describe activities addressing sexual assault performed to date by the applicant t or activities proposed to be undertaken by the applicant.

### **Budget Detail Worksheet and Narrative**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. Also, keep in mind that budgetary requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

### Award Period and Amount

The grant period is 12 months. Budgets must reflect 12 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 months.

1. Recognized sexual assault only or dual sexual assault/domestic violence coalitions are eligible for \$371,956, plus an additional \$20,525 from the SASP tribal coalitions set-aside for a total of \$392,481;
2. The budget **must clearly identify** which expenses are allocated to the SASP tribal coalitions funding. These sexual assault expenses may exceed the \$20,525 amount, but may not be less than \$20,525.

### Budget Requirements

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

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

The budget must:

1. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 for states and \$20,000 for territories, Hawaii and Alaska. See [Training and Technical Assistance](#) in the [Funding Restrictions](#) section of the solicitation.
2. Include funds or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
3. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the grantee’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 C.F.R. § 200.331. See [Appendix A](#) and the [Solicitation Companion Guide](#) for more information.

For additional information, go to the [Funding Restrictions](#) section of this solicitation.

### **Additional Required Information**

The following documents should be included with the application. Failure to include any of the information may result in a delay in access to funds. Some documents will be generated during the submission process while other documents will be uploaded and attached to the application.



The following documents will be generated and completed during the application submission process:

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” do not select “other.” Pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for “Applicant” line should be zero. The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

The following documents should be uploaded and attached to your application:

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year’s audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the [Authorized Representative](#) and uploaded with the application in [GMS](#).

Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization’s managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization’s compensation arrangements, however, may be

available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable.

A nonprofit organization that states on the Summary Data Sheet that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

#### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of the application should be no more than two pages and should be a separate attachment to the online application in GMS.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in

- the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
  4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
  5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
  6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 CFR 200.333-337.
  7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
  8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
  9. Does the applicant organization have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 CFR 200.330-332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
  10. Does the applicant organization currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Include a copy of a current, signed federally-

approved indirect cost rate agreement. This should be a separate attachment to the application in GMS. Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

#### Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in GMS.

#### Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under Eligible Entities, an entity that is eligible for the Tribal Coalitions Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

#### **Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

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

Federal regulations require that applicants must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time OVW is ready to make an award, then the recipient will be prohibited from obligating, expending, or drawing down any funds under this award until: (1) the recipient acquires current registration with the System for Award Management (SAM), (2) the recipient notifies OVW in writing of its current SAM registration, and (3) a Grant Adjustment Notice (GAN) is issued that removes the withholding special condition from the award

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [GMS](#) uses SAM to establish roles and IDs for electronic grant applicants.

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

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

Registration	Where to Register	Deadline
DUNS	<a href="#">DUNS</a>	June 11, 2018
SAM	<a href="#">SAM</a>	June 11, 2018
GMS	<a href="#">GMS</a>	June 11, 2018

**There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with GMS immediately, but no later than **June 11, 2018**.

### Submission Dates and Times

It is important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will contact applicants for missing items. However, failure to submit all required documents may result in a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

### Grants Management System

Applicants are required to submit applications through the Office of Justice Programs' Grants Management System (GMS). **This is not Grants.gov**. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

**Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before June 27, 2018.**

Application Action	Contact Information	Date
Solicitation Availability	<a href="#">GMS</a> and <a href="#">OVW Website</a>	May 16, 2018
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, contact Tribal Coalition Program at 202-307-6026 or <a href="mailto:Christopher.alston@usdoj.gov">Christopher.alston@usdoj.gov</a>	June 25, 2018

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 27, 2018.**

### OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the last version submitted before the deadline.

### OVW Policy on Late Submissions

In limited circumstances, OVW will approve a request to submit an application after the due date. The chart below provides a description of the circumstances under which OVW will consider such requests. OVW will only consider a late submission request if all steps outlined below have been followed. Therefore, applicants are strongly encouraged to familiarize themselves with the late submission process. OVW's approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submissions are still subject to all of the review process and criteria described in this solicitation.

**Failure to begin registration or application submission in sufficient time to acquire the correct version of Adobe software is not an acceptable reason for late submission.**

**Applicants should register with SAM and GMS by June 11, 2018.** To support applicants in submitting their proposals and promote a fair process, OVW recommends that applicants who may be in need of an extension of the due date must adhere to the following:

#### Process for Requesting Late Submission

Severe Inclement Weather or Natural Disaster	
<ol style="list-style-type: none"> <li>1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for "x" days, office closed for "x" days).</li> <li>2. Contact OVW at the earliest possible date and provide the information described in #1.</li> <li>3. Contact OVW at least 24 hours prior to the solicitation closing if needing to request a late submission. Applicants impacted by severe inclement weather or a national disaster occurring on the due date can contact OVW up</li> </ol>	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster but will do its best.</p>

to 72 hours after the due date but as soon as	
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Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control		
Issue	Applicant Action	OVW Advice
<p><b>Issue with <a href="#">SAM</a> or <a href="#">GMS</a> Registration</b></p>	<ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has <a href="#">SAM</a> and <a href="#">GMS</a> access.</li> <li>2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>3. Notify OVW as soon as you become aware of a problem with registration but no later than 14 days before the application due date.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure to begin the SAM or <a href="#">GMS</a> registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</li> <li>2. Ensure that the person who will be submitting the proposal is the person registered in SAM to submit on behalf of the applicant.</li> </ol>
<p><b>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</b></p>	<ol style="list-style-type: none"> <li>1. Document when you began the submission process.</li> <li>2. Contact <a href="#">GMS</a> at least 24 hours prior to the solicitation closing.</li> <li>3. Maintain documentation of all communication with <a href="#">GMS</a> support.</li> <li>4. Contact the Tribal Coalition Program Tia Farmer <a href="mailto:tia.farmer@usdoj.gov">tia.farmer@usdoj.gov</a> indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a phone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the due date.</li> <li>5. Respond promptly to communication from OVW</li> </ol>	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat; and</li> <li>b. Attachment rejection.</li> </ol> <p>Through <a href="#">GMS</a>, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their</li> </ol>

	<p>requesting the complete application package, applicant DUNS Number, <a href="#">GMS</a> helpdesk tracking numbers, and any other relevant documentation.</p>	<p>submissions and make necessary corrections.</p> <ol style="list-style-type: none"> <li>2. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal. This should be done at least 48 hours before the deadline.</li> <li>3. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See Other Submission requirements).</li> </ol>
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**Intergovernmental Review - Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

**Funding Restrictions**

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

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

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:



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

Funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance. For additional information on approval for food and beverage expenditures go to <https://www.justice.gov/ovw/grantees#conference>.

#### Conference Planning and Expenditure Limitations

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

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

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska should allocate \$20,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts/Subawards" category. Label both costs as "OVW Technical Assistance." OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. The amounts included in the budget should equal the full, required set-aside amount listed above.

These funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

#### Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. Upon budget approval, they may use funds to assess their work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research.

#### Pre-Agreement Cost Approval

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

#### **Other Submission Requirements**

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via [GMS](#). Applicants that are unable to submit electronically must follow the instructions in the OVW Policy on Late Submission section above.

## ***E. Application Review Information***

#### **Criteria, Review, and Award Process**

Applications will be reviewed to determine if they meet the statutory eligibility requirements. Applicants must submit all information requested in the Application Requirements and Additional Required Information sections of this solicitation. If any required elements are missing, OVW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may experience a delay in funding or may have additional conditions placed on its award.

#### High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely result in a delay in funds, and possibly a high risk designation on future OVW awards until all issues are resolved.

### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will received an award notification by October 1, 2018. The anticipated award start date will be October 1, 2018.

## ***F. Federal Award Administration Information***

### **Federal Award Notices**

Recipients will receive OVW award notifications electronically from the GMS. This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully executed award document, and returning the scanned document to OVW via facsimile or email.

### **Administrative and National Policy Requirements**

#### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide entitled Post-Award Requirements for All Federal Grant Recipients](#). Terms and conditions for OVW awards, including awards under this program, are available at <https://www.justice.gov/ovw/grantees#award-conditions>. These terms are subject to change prior to the issuance of the awards.

#### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2018 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide under Civil Rights Compliance](#).

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws included taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the Solicitation Companion Guide [under Civil Rights Compliance](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign

Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

## Reporting

### Reporting Requirements

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

## **G. Federal Awarding Agency Contact(s)**

For assistance with the requirements of this solicitation, contact Tia Farmer at [tia.farmer@usdoj.gov](mailto:tia.farmer@usdoj.gov) or 202-307-6026.

## **H. Other Information**

### **Application Checklist**

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

<b>Application Document</b>	<b>Date Completed</b>
<b>1. Summary Data Sheet</b>	
<b>2. Project Narrative</b>	
<b>3. Proposal Abstract</b>	
<b>4. Budget Detail Worksheet and Narrative</b>	
<b>5. Application for Federal Assistance: SF 424</b>	
<b>6. Standard Assurances and Certifications</b>	
<b>7. Applicant Financial Capability Questionnaire (if applicable)</b>	
<b>8. Confidentiality Notice Form</b>	
<b>9. Disclosures of Process Related to Executive Compensation</b>	
<b>10. Financial Accounting Practices</b>	
<b>11. Indirect Cost Rate Agreement (if applicable)</b>	
<b>12. Letter of Nonsupplanting</b>	
<b>13. Proof of 501(c)(3) Status (Nonprofit Organizations Only)</b>	

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

**Public Reporting Burden - Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can

be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N  
Street, NE, Washington, DC 20530

## **APPENDIX A**

### **Budget Information & Sample Budget Detail Worksheet**

## Budget Information

*Cost information for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [DOJ Financial Guide](#).*

### Consultants/Contracts

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

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

Applicants should follow the same established procurement policies with federal funds as they would with non-federal funds. All procurement transactions, including the awarding of consultant contracts, should be conducted in a manner that provides maximum open, free and fair competition, and must follow 2 C.F.R. §§ 200.317-200.326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients.

### Compensation for Partners

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

### Rent

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



### Audit Costs

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

### Indirect Costs

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

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost

### Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

### Non-Federal contributions

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

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

### **Budget Detail Worksheet**

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

**Note: The following budget is an example intended to assist you in preparing your application budget. The sample expenses may not fit the purposes or activities of this particular grant program.**

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

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

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

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

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

**TOTAL PERSONNEL:     \$ 212,700**

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441

Worker’s Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181**

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

**C. Travel** – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$12,000

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with the budget requirements in the solicitation for this program. The remaining amount of \$8,000 has been allocated for partner or consultant travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe’s formal written travel policy.

**TOTAL TRAVEL: \$ 12,000**

**D. Equipment** – List non-expendable items that are to be purchased. (Note: Organization’s own capitalization policy for classification of equipment should be used.) Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(2) Video Cameras	\$750/camera x 2 cameras	\$ 1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

**TOTAL EQUIPMENT: \$ 1,500**

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

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

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$ 9,075**

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
<b>TOTAL CONSTRUCTION:</b>		<b><u>\$ 0</u></b>

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

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

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950

Part-Time Civil Attorney	Civil Legal Assistance	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000
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A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Civil Attorney. The Part-Time Civil Attorney will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month providing civil legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking.

**Subtotal Consultant Fees: \$ 37,950**

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
		<b>Subtotal Sexual Assault Training:</b>		<b><u>\$ 705</u></b>

**Subtotal Consultant Travel: \$705**

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with the budget requirements in the solicitation for this program. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

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

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

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

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

**Subawards/Partner Compensation:** Provide a description of project activities for which subrecipients/MOU partners will receive compensation under the award, including services for victims. Include any compensation for partner/subrecipient travel in this section as well.

<u>Subrecipient Name</u>	<u>Computation</u>	<u>Cost</u>
<b>XYZ Victim Services Organization</b>		
Advocate	\$40,000 annual salary x .25 FTE	\$10,000
Advocate	Benefits x 28% of FTE salary	\$ 2,800
<b>XYZ Housing Provider</b>		
Rent subsidies	\$150/mth x 12 mths x 15 victims/families	\$27,000
Permanent housing advocate	\$40,000 annual salary x .10 FTE	\$ 4,000
Permanent housing advocate	Benefits x 28% of FTE salary	\$ 1,120
<b>Subtotal Subawards:</b>		<b><u>\$44,920</u></b>

MOU partner XYZ Victim Services Organization will provide victim advocacy services, including safety planning and court accompaniment services. The MOU partner XYZ Housing Provider will provide rent subsidies for victims and their dependents as well as permanent housing placement services and advocacy. The rent subsidy rates are based on our experience with available community housing.

Subaward Travel: List all expenses to be paid from the grant to project partners/subaward recipients to cover project related travel expenses including participation at OVW-mandated training (i.e., travel, meals, lodging etc.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$8,000

**TOTAL CONTRACTS, CONSULTANTS, AND SUBAWARDS: \$ 113,075**

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, dating violence, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.





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

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 105,075
H. Other Costs	\$ 84,900
<b>Total Direct Costs</b>	<b>\$ 457,731</b>
I. Indirect Costs	\$ 28,183
 <b>TOTAL PROJECT COSTS</b>	 <b><u>\$ 485,914</u></b>
 Federal Share Requested	 \$ 485,914
Non-Federal (Match) Amount	\$ 0

## **APPENDIX B**

### **Disclosures of Process Related to Executive Compensation**

**Disclosures of Process Related to Executive Compensation**

**Sample Cover Letter**

**[Applicant Letterhead]**

**[Date]**

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

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

Sincerely,

**[Authorized Representative]**

Attachments

## **APPENDIX C**

### **Summary of Current and Recent OVW Projects**

**Summary of Current and Recent OVW Projects**

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2015-XX-XX-XXXX	7/31/2017	2015 CLSSP	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: Abby Smith and Bill Thompson	
2016-XX-XX-XXXX	12/31/2018	2016 CTAS	\$932,000	<b>TOTAL: \$467,850</b> A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Mary Harrison and Elizabeth Baker); 1FT Victim Liaison (John Jones)	
			<b>TOTAL:</b>	<b>TOTAL:</b>				
			\$1,232,000	\$717,850				

## **APPENDIX D**

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

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

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

National Indian  
Health Board



National  
Congress of  
American  
Indians

## URGENT: Tribal Status as Sovereign Governments and Exemption from State Medicaid Work Requirements

May 1, 2018

Tribal leaders, NCAI, and NIHB are working with the Department of Health and Human Services to resolve an urgent problem regarding the recognition of our tribal political status. The Center for Medicare and Medicaid Services (CMS) recently issued a letter to State Medicaid Directors inviting states to create Medicaid work requirements without accommodations for tribes. This policy change will negatively impact tribal communities unless American Indians and Alaska Natives receive an exemption from state requirements. However, CMS claims it cannot accommodate tribal governments, reasoning that doing so would be discriminating based on race. In a January 17th letter to tribal leaders, Brian Neale, Director, Center for Medicaid and CHIP Services, stated that CMS could not approve any waiver that contained a tribal exemption because of civil rights concerns. The following are some key points on the matter:

- Tribal leaders strongly oppose the decision by CMS to classify tribal governments as a racial group. This ill-considered action undermines tribal sovereignty, disregards the Constitution's Indian affairs powers, and ignores Supreme Court decisions and long-standing statutory and regulatory policies putting federal-tribal relations decisively on a government-to-government basis. Federal actions tied the federal obligations to Indian tribes pose no civil rights concerns.
- This uninformed decision by CMS will reduce funds available to the Indian Health Service, undermining Congress's intent in Section 1911 of the Social Security Act to authorize IHS and tribal reimbursements under Medicaid, which are paid exclusively with federal funds in accord with the federal trust relationship.
- The Department of Health and Human Services, must engage in meaningful tribal consultation, treat tribal governments as sovereigns, allow tribal governments to make decisions about their own people, and not subject tribal authority to state policy.



## Potential Action Items for Tribal Leaders

1. Focus on Administrative Fix. Our goal is to work with the Administration to get CMS to comply with existing law that recognizes the political relationship between tribes and the federal government. This would allow for an accommodation for IHS beneficiaries from Medicaid work requirements authorized by states. NCAI has requested the Department of the Interior to educate HHS on the proper relationship between federal agencies and tribal governments.
2. Consultation with Tribal Leaders. Consistent with the government-to-government relationship, NCAI President Jefferson Keel and NIHB Chairman Vinton Hawley have invited Secretary Azar and Administrator Verma to consult with tribal leaders on this matter at the next meeting of the Secretary's Tribal Advisory Committee (STAC) in Washington, DC on May 9-10. A copy of the invitation and background memo are attached. There will be a STAC Tribal Caucus on Tuesday, May 8 at 1:00PM place to be determined. The STAC meeting is a public meeting, where tribal leaders can be recognized to provide comments.
3. Ask House Members to join a bi-partisan letter to HHS. A bi-partisan coalition of Members of Congress, led by Native American Caucus leadership Representatives Tom Cole and Betty McCollum, is working to educate HHS leadership on the issue and encourage consultation and reconsideration. Please contact your Representatives in the House and ask them to sign onto the letter (before Tuesday May 8). We are working to maintain bipartisan efforts in both the House and Senate. Please reach out to members of both parties.
4. Sample letter. Tribal leaders may wish to write to Secretary Alex Azar and CMS Administrator Seema Verma. A sample letter is below.

If you have any questions, please contact NCAI Executive Director Jacqueline Pata ([jpata@ncai.org](mailto:jpata@ncai.org)) and NIHB Executive Director Stacy Bohlen ( [sbohlen@nihb.org](mailto:sbohlen@nihb.org)).

### **Sample Letter:**

Secretary Alex Azar  
Administrator Seema Verma  
Department of Health and Human Services  
200 Independence Avenue SW  
Washington, DC 20201

Re: Strong opposition to the decision by CMS to classify tribal governments as a racial group for the purposes of the Medicaid program.

Dear Secretary Azar and Administrator Verma:

We write to bring your attention to an urgent problem. The Center for Medicare and Medicaid Services (CMS) recently issued guidance authorizing state Medicaid work requirements under Section 1115 of the Social Security Act. This policy change will negatively impact tribal communities unless tribal governments receive an exemption from state requirements. However, CMS claims it cannot accommodate tribal governments, reasoning that doing so would be discriminating based on race. A January 11th letter to state Medicaid directors and a January 17th letter to tribal leaders, both from CMS Director Brian Neale, deny any exemption of tribal citizens from state Medicaid waiver requests.

This guidance undermines tribal sovereignty, and ignores the U.S. Constitution, Supreme Court decisions and long-standing statutory and regulatory policies putting federal-tribal relations decisively on a government-to-government basis. It will also reduce funds available to the Indian Health Service, undermining Congress's intent in Section 1911 of the Social Security Act to authorize IHS reimbursements under Medicaid, which are paid exclusively with federal funds in accord with the federal trust relationship.

The Department of Health and Human Services must honor its trust responsibility, engage in meaningful tribal consultation, treat tribal governments as sovereigns, allow tribal governments to make decisions about their own tribal citizens, and not subject tribal authority to state policy. Thank you for considering this urgent request.

**National Indian Health Board | [www.nihb.org](http://www.nihb.org)**  
910 Pennsylvania Avenue SE | Washington, DC 20003 | Phone: 202-507-4070

[Join Our Mailing List](#)

Tribal-State Opioid Policy Academy

Dear all, Please see the email below from Kathy Lofy, WA DOH State epidemiologist for chronic diseases. If you can think of Tribal Leaders that can attend the Tribal-State Opioid Policy Academy August 20-22, 2018 in Albuquerque, New Mexico, please let her know.

Tom Weiser

Tel. (503) 416-3298

Cel. (503) 927-4467

**From:** Lofy, Kathy H (DOH) [<mailto:Kathy.Lofy@DOH.WA.GOV>]

**Sent:** Wednesday, May 9, 2018 8:51 AM

**To:** Thomas Weiser <[tweiser@npaihb.org](mailto:tweiser@npaihb.org)>

**Cc:** Fulwyler, Tamara (DOH) <[tamara.fulwyler@doh.wa.gov](mailto:tamara.fulwyler@doh.wa.gov)>

**Subject:** FW: Tribal-State Opioid Policy Academy

Hi Tom,

I don't know if you are doing much work on the opioid issue these days but want to let you know about a Tribal-State Opioid Policy Academy that SAMSHA is hosting in Albuquerque this summer. We are in the process of putting together a team from Washington. See below for more information.

Our tribal liaison, Tamara Fulwyler, is attending the AIHC meeting this week and will talk with the commission about this opportunity. If you know any tribal representatives from Washington who have a strong interest in opioid policy work, please let us know.

Did you match an EISO this year? Hope you are well.

Best,  
Kathy

Tribal-State Opioid Policy Academy

Colleagues:

I am following-up from our State Opioid call at noon today.....

The Substance Abuse Mental Health Services Administration (SAMHSA) has invited Washington State to participate in a Tribal-State Opioid Policy Academy August 20-22, 2018 in Albuquerque, New Mexico. 12-14 states will be invited, with our state being recruited as one who has a history of working well with our Tribal Government Partners, on opioid and other substance use disorder issues.

The Washington State Team will be comprised of 10-12 Members. In addition to State Agency Representatives working on the State Opioid Response Plan, the National Council of State Legislators (NCLS) will be recruiting Washington State Legislative Opioid Champions to be part of this team, and the

SAMHSA Office of Tribal Affairs and Policy (OTAP) will be assisting in identifying Tribal representation for our team.

Our contact for this project is Donna Hillman with the SAMHSA's Center for the Substance Abuse Treatment (CSAT). She does understand we have a State Opioid Response Plan and we will not be asked to develop a new plan at the academy. Donna is asking for the following at this time.

- Name/Title, Agency, e-mail, phone number of proposed Team members.
- Recommendations for NCLS to consider for legislative champions on this issue.
- Recommendations for OTAP to consider for Tribal Representation.

I have outlined a "Draft" composition of our Washington State Team (Let me know if you have any recommended adjustments). Please provide me contact information for those within your agency that you would like to attend, recommendations for tribal and legislative champion representatives that I can share with SAMHSA by COB this Thursday, May 10<sup>th</sup>. I have made some assumptions; (1) Your agencies/offices are interested, and (2) that we have interest among our legislative and tribal partners. Please remember the invitations and selections on the Legislative and Tribal representatives will come from the other entities mentioned above.

1. DBHR – Policy
2. DBHR - Tribal
3. DOH - Policy
4. HCA – Policy
5. Governor's Office
6. UW ADAI
7. Tribal
8. Tribal
9. Tribal
10. Tribal
11. State Legislator
12. State Legislator

# Tribal Opioid Crisis Grants

## Expansion of Treatment and/or Prevention

### General Information

- A. Tribe Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Main Telephone Number: \_\_\_\_\_
- D. Person Completing Project Proposal (provide contact info below):
  - a. Phone Number: \_\_\_\_\_
  - b. Email Address: \_\_\_\_\_
- E. Person to be contacted for information regarding project: \_\_\_\_\_
  - a. Phone Number: \_\_\_\_\_
  - b. Email Address: \_\_\_\_\_

The below list of programs and strategies are shown to be effective at reducing youth opioid and/or prescription drug misuse and/or associated risk factors in general populations.

<b>Opioid Prevention Programs and Strategies List</b> (Check to indicate the programs/strategies to be implemented)
<input type="checkbox"/> Athletes Training & Learning to Avoid Steroids
<input type="checkbox"/> Community-based Mentoring (e.g., Big Brothers/Big Sisters of America)
<input type="checkbox"/> Communities That Care (CTC)
<input type="checkbox"/> Getting Connected
<input type="checkbox"/> Good Behavior Game – PAX
<input type="checkbox"/> Guiding Good Choices
<input type="checkbox"/> LifeSkills Training (Botvin Middle School Version)
<input type="checkbox"/> Local Prescriber Education ***
<input type="checkbox"/> Positive Action
<input type="checkbox"/> Prevention-Intervention Specialist
<input type="checkbox"/> Prevention Training*
<input type="checkbox"/> Promotion of Prescription Drug Monitoring Program ***
<input type="checkbox"/> Promotion of Prescription Drug/Opioid Prevention Media Campaign(s)** (***)
<input type="checkbox"/> Project Northland
<input type="checkbox"/> Project Towards No Drug Abuse
<input type="checkbox"/> Raising Healthy Children
<input type="checkbox"/> Secure/Safe Home Storage (Lockbox Distribution) ***
<input type="checkbox"/> Secure Medicine Return Program (located in pharmacy/law enforcement) ***
<input type="checkbox"/> Secure Medicine Take-back Events ***
<input type="checkbox"/> SPORT Prevention Plus Wellness
<input type="checkbox"/> Staff to deliver prevention services (policy review/development)
<input type="checkbox"/> Strengthening Families Program: For Parents & Youth 10-14 (Iowa Version)
<b>Proposed Funding Amount: \$</b>

\*Prevention Trainings: Opioid Prevention, Strategic Prevention Framework, ACES, Trauma Informed Care, Prevention Frameworks (Strategic Cultural Frameworks, Coalition Development, Community Organizing etc.)

\*\*Prescription Drug/Opioid Prevention Campaign Sites:  
[www.getthefactsrx.com](http://www.getthefactsrx.com), [www.watribalopioidsolutions.com](http://www.watribalopioidsolutions.com)

## Tribal Opioid Crisis Grants

### Expansion of Treatment and/or Prevention

The below list of programs and strategies are shown to be effective in tribal communities for youth substance use prevention and/or mental health promotion.

<b>Substance Use Prevention &amp; Mental Health Promotion Programs</b> <b>Effective in Tribal Communities List</b> <b>(Check to indicate the strategies to be implemented)</b>
<input type="checkbox"/> American Indian Life Skills Development/Zuni Life Skills Development
<input type="checkbox"/> Bicultural Competence Skills Approach
<input type="checkbox"/> Families & Schools Together (FAST) for American Indian Children
<input type="checkbox"/> Family Spirit
<input type="checkbox"/> Healing of the Canoe Project
<input type="checkbox"/> Protecting You/Protecting Me for American Indian Children
<input type="checkbox"/> Project Venture
<input type="checkbox"/> Other cultural or traditional opioid prevention strategy (please describe):
<b>Proposed Funding Amount: \$</b>

The below list of programs and strategies are shown to be effective for opioid use treatment.

<b>Opioid Treatment Strategies</b> <b>(Check to indicate the strategies to be implemented)</b>
<input type="checkbox"/> Medication Assisted Treatment/Opiate Substitution Treatment ***
<input type="checkbox"/> Purchase and Distribution of Opioid Reversal Medication *** (Naloxone Kit, Narcan Kit)
<input type="checkbox"/> Treatment Counseling for Non-Medicaid Individuals ***
<input type="checkbox"/> Continuing Education/Training (for staff) ***
<input type="checkbox"/> Engagement and Screening
<input type="checkbox"/> Recovery House Residential Treatment
<input type="checkbox"/> Recovery Coaching ***
<input type="checkbox"/> Recovery Housing
<input type="checkbox"/> Public Awareness on Opioid Substitute Treatment (MAT); adaptation of statewide Tribal Treatment Media Campaign; media campaign development; etc. ***
<input type="checkbox"/> Treatment Coordination
<input type="checkbox"/> Other opioid treatment strategy (please describe):
<b>Proposed Funding Amount: \$</b>
<b>If additional funds are available, how much more funding would be needed: \$</b>

\*\*\* Prevention strategies/practices from the Governors Executive Order 16-09-Addressing the Opioid Use Public Health Crisis and the 2017 WA State Opioid Response Plan, WA State Targeted Response to the Opioid Crisis Grant (STR)

<http://stopoverdose.org/docs/StateODResponsePlan2017.pdf>

[https://www.governor.wa.gov/sites/default/files/exe\\_order/eo\\_16-09.pdf](https://www.governor.wa.gov/sites/default/files/exe_order/eo_16-09.pdf)

[https://www.dshs.wa.gov/sites/default/files/BHSIA/dbh/Fact%20Sheets/WA\\_STRGrant\\_Overview.pdf](https://www.dshs.wa.gov/sites/default/files/BHSIA/dbh/Fact%20Sheets/WA_STRGrant_Overview.pdf)

# Third Annual Conference on Native American Nutrition

**Registration now open!**

**Third Annual Conference on Native American Nutrition**  
**October 2-5, 2018**  
**Mystic Lake Center**  
**Prior Lake, Minnesota**



Join us for this annual conference that brings together tribal officials, researchers, practitioners, and others to discuss the current state of Indigenous and academic scientific knowledge about Native nutrition and food science, and identify new areas of work.

Sessions at this year's conference will explore nutrition across the lifecycle, intergenerational learning about food, linking agriculture to nutrition, recovering from historical trauma, and more. [Click here to view the current agenda.](#)

### Schedule at a glance

Tues., Oct. 2 | Optional workshops: 9 a.m.-4 p.m.

Tues., Oct. 2 | Reception: 6-8 p.m.

Wed., Oct. 3 | Conference: 8:30 a.m.-5 p.m.

Wed., Oct. 3 | Reception: 6-8:30 p.m.

Thurs., Oct. 4 | Conference: 8:30 a.m.-5 p.m.

Thurs., Oct. 4 | Poster session: 5-7 p.m.

Fri., Oct. 5 | Conference: 8:30 a.m.- noon

*"[This] is the most important conference I attend all year. The networking opportunities are amazing. After just two years of attendance, I now have connections across the United States."*

-Holly Hunts, PhD, Associate Professor, Montana State University

[Register for the conference](#)

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### Scholarships

A limited number of registration and lodging scholarships are available for the conference. Priority will be given to people who are or who intend to be in a position to directly improve nutrition and health in Native communities.

Scholarship applications are due by Friday, June 29. [Click here to apply.](#)

### Presentation abstracts

We are accepting abstracts for three categories of presentations at the Third Annual Conference on American Nutrition. They include one-hour breakout sessions, Pecha Kucha talks, and printed posters.

Abstracts are due by Friday, June 29. [Click here to apply.](#)

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**Seeds of Native Health**  
A Campaign for Indigenous Nutrition



  
**HEALTHY FOODS,  
HEALTHY LIVES INSTITUTE**  
UNIVERSITY OF MINNESOTA

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**Third Annual Conference on Native American Nutrition**  
**Mystic Lake Center in Prior Lake, Minnesota**  
**October 2-5, 2018**  
**[SeedsOfNativeHealth.org/Conference](http://SeedsOfNativeHealth.org/Conference)**

[“Registration Announcement – Registration for the 8th Annual THRIVE Conference on June 25-29, 2018 in Portland, OR is now open!”](#)

Here is the link just in case: <http://www.npaihb.org/thrive/#1461959216954-454d5e19-bb03>

## Now Accepting Comments: HRSA Burden Reduction Request for Information

As part of ongoing work to reduce public and stakeholder burden, [HRSA released a Request for Information \(RFI\)](#) on May 1. HRSA seeks public input on changes that it could make to create a more streamlined, flexible, and less burdensome compliance and reporting structure. This Request for Information (RFI) seeks input from entities significantly affected by HRSA regulations and policy, including State, local, and Tribal governments, health care providers, small businesses, consumers, non-governmental organizations, and trade associations.

The RFI seeks feedback on specific areas of select HRSA programs including: Health Centers, the Hill-Burton program, the Ryan White HIV/AIDS program, National Health Service Corps and NURSE Corps, health professions training programs, the National Practitioner Data Bank, and overall HRSA grants management. All comments must be submitted **by July 2, 2018** in order to be considered. [See the HRSA website for submission instructions.](#)

## HRSA Grants Education Webinar Series for Tribal Organizations

The Health Resources and Services Administration (HRSA) invites you to a *FREE* Grants Education and Technical Assistance Webinar Series for Tribes, Tribal Organizations, Indian Health, Tribal and Urban Indian Health Programs.

***Don't miss this opportunity*** to learn about the federal grant application process, how to write better grant proposals and evaluation plans for your projects, strategies for successful grant management, and more. Participants will also have the opportunity to connect with HRSA subject matter experts, grant reviewers, as well as peers to discuss best practices to successfully apply for and manage HRSA grants.

HRSA Region 10 Tribal Affairs Workgroup Representative, CDR Eric Bradford, presented the first session of the series on April 11, 2018 to over 100 participants. A recording is available [here](#).

The webinars will be held the **second Wednesday of every month** from 10:00 AM to 11:30 AM Pacific Time through October 2018.

### Session # 1: **The Federal Grants Application Process: The Basics**

*Topics At A Glance: DUNS #, Grants.gov, SAM.gov, Elements of the Notice of Funding Opportunity*  
[Click here to view the recorded training.](#)

### Session #2: **Writing a Competitive Grant Application**

*Topics At A Glance: Critical Elements of Non-Research Grant Applications and Competitive Proposals, HRSA Review Criteria*

Wednesday, May 9, 2018

10:00 AM to 11:30 AM Pacific Time

Registration Link: <https://hrsa-grants-webinar-series-for-tribes.eventbrite.com>

**Session #3: Applying for a HRSA Grant: A Grantee and a Reviewer's Perspectives / The Benefits of Becoming a Reviewer**

Wednesday, June 13, 2018

10:00 AM to 11:30 AM Pacific Time

Registration Link: <https://hrsa-grants-webinar-series-for-tribes.eventbrite.com>

**Session #4: Writing a Successful Evaluation Plan for Your Grant Application**

Wednesday, July 11, 2018

10:00 AM to 11:30 AM Pacific Time

Registration Link: <https://hrsa-grants-webinar-series-for-tribes.eventbrite.com>

**Session #5: Preparing a Budget for your Grant Proposal**

Wednesday, August 8, 2018

10:00 AM to 11:30 AM Pacific Time

Registration Link: <https://hrsa-grants-webinar-series-for-tribes.eventbrite.com>

**Session #6: Effective Grants Management/Administration & Reporting**

Wednesday, September 12, 2018

10:00 AM to 11:30 AM Pacific Time

Registration Link: <https://hrsa-grants-webinar-series-for-tribes.eventbrite.com>

**Session #7: Successful HRSA Tribal Grantees: A Discussion on Best Practices, Lesson Learned in Managing HRSA Grants**

Wednesday, October 10, 2018

10:00 AM to 11:30 AM Pacific Time

Registration Link: <https://hrsa-grants-webinar-series-for-tribes.eventbrite.com>

**Other Free Educational Webinars from HRSA and HRSA Grantees**

**Development of Community Partnerships – Key Components of Integrated Behavioral Health Care Roundtable Discussion for Health Centers**

Join CIHS for a regionally focused and interactive roundtable discussion on the key components of behavioral health integration with a special focus on the development of community partnerships. This roundtable discussion includes specific intervention topics to help providers meet the needs of their community.

Wednesday, May 9

12:00-1:00 p.m. Pacific Time

[Register here](#)

**2018 Uniform Data System (UDS) Reporting Changes Technical Assistance Webinar**

HRSA presents this technical assistance webinar to provide an overview of the changes for the calendar year 2018 UDS data collection and reporting activities. HRSA will summarize the [approved changes for 2018 UDS](#) (for reports submitted by February 15, 2019), then share possible changes for 2019 UDS and

revised clinical measures resulting from continued alignment with electronic specified clinical quality measures.

Thursday, May 10

10:00 - 11:30 AM Pacific Time

[Join the webinar the day of the session](#)

Call-in: 888-469-3349 Passcode: 8611626

### **Best Practices for Hepatitis C Virus Programming at Health Centers**

(Featuring HRSA's Bureau of Primary Health Care Chief Medical Officer, Dr. Judith Steinberg)

Tuesday, May 15, 2018

9:00 - 10:00 AM Pacific Time

[Register here](#)

### **Health Center Care Delivery Models for Primary Care Integration of Viral Hepatitis and Substance Use Disorder Treatment Webinar**

This HRSA-hosted webinar will feature primary care integration health center models for hepatitis B and hepatitis C services. Join to learn effective workflows for hepatitis B screening and management and how nurse care managers can drive patient care for hepatitis C and substance use disorder treatment.

Tuesday, May 15, 2018

11:30 AM - 12:30 PM Pacific Time

[Join the webinar the day of the session](#)

Call-in: 888-829-8676

Passcode: 7634999

### **Consultation Services for Treating Pregnant Women with Opioid Use Disorder**

HRSA is hosting a free webinar featuring experts reviewing SAMHSA's "[Clinical Guidance for Treating Pregnant and Parenting Women with Opioid Use Disorder and Their Infants.](#)" Speakers will discuss a sample case study using the fact sheets in the guidance. Resources will be provided, including the Clinician Consultation Center's [Substance Use Warm line](#), which provides free and confidential clinician-to-clinician telephone consultation on substance use evaluation and management.

Wednesday, May 16, 2018

9:00 - 10:00 AM Pacific Time

[Register here](#)

### **Workshop Series: Do It Together (DIT) Strengthening Connections to Housing Resources**

The HRSA-funded NCA, the Corporation for Supportive Housing, is hosting a series of open calls with Primary Care Associations and Health Center Controlled Networks to explore, critique, and design a range of training resources to build quality health and housing partnerships. Upcoming dates and related resources:

Thursday, May 24, 2018

9:00 - 10:15 p.m. Pacific Time

[Register here](#)

## HRSA Scholarship Programs

[National Health Service Corps Scholarships](#) – Application Deadline May 10, 2018

[NURSE Corps Scholarship Program](#) – Application Deadline June 14, 2018

### NURSE Corps Technical Assistance Calls

Thursday, May 17, 12:00 – 1:30 PM Pacific Time

**Dial-in:** 1-888-790-1720

**Passcode:** 5823271

Thursday, May 31, 12:00 - 1:30 PM Pacific Time

**Dial-in:** 1-888-790-1720

**Passcode:** 5823271

## Current HRSA Funding Opportunities for AI/AN Organizations

### Health Careers Opportunity Program: The National HCOP Academies

**HRSA-18-007 | Bureau of Health Workforce**

**Application Accepted:** 03/27/2018 to 05/29/2018

**Projected Award Date:** 09/01/2018

**Estimated Award Amount:** N/A

#### Program Description:

This notice solicits applications for the FY 2018 Health Careers Opportunity Program (HCOP) hereinafter referred to as the “National HCOP Academies.” The purpose of this grant program is to assist individuals from disadvantaged backgrounds to enter a health profession through the development of academies that will support and guide them through the educational pipeline. Based on Section 739 of the Public Health Service Act, academies are expected to focus on: 1) promoting the recruitment of qualified individuals from economically or educationally disadvantaged backgrounds into health professions, including allied health programs; 2) improving retention, matriculation and graduation rates by implementing tailored enrichment programs designed to address the academic and social needs of economically or educationally disadvantaged students; and 3) providing opportunities for community-based health professions training in primary care settings, emphasizing experiences in rural and underserved communities.

### UA6 Life Course Intervention Research Network (LCI-RN)

**HRSA-18-103 | Maternal & Child Health Bureau**

**Application Accepted:** 04/13/2018 to 06/12/2018

**Projected Award Date:** 09/01/2018

**Estimated Award Amount:** N/A

#### Program Description:

The purpose of this program is to coordinate a national platform to support research studies to advance knowledge in disease prevention and health promotion across the life course by supporting a national network of interdisciplinary MCH researchers to design, plan, and implement multi-site life course intervention research studies. One award of up to \$1,200,000.

**Rural Health Integration Models for Parents and Children To Thrive (IMPACT)**

**HRSA-18-105 | Maternal & Child Health Bureau**

**Application Accepted:** 05/02/2018 to 07/02/2018

**Projected Award Date:** 09/01/2018

**Estimated Award Amount:** N/A

**Program Description:**

This notice solicits applications for Rural Health Integration Models for Parents and Children to Thrive (IMPACT). A two-generational approach focuses on creating opportunities for and addressing needs of both vulnerable children and their parents together. It prioritizes and facilitates coordination of programs and services needed to address the additive effects of poverty and geographic isolation on early childhood health and development. A holistic-family-based approach acknowledges the importance of the family in shaping health and developmental outcomes for children.<sup>2</sup> Research has shown that the well-being of parents greatly impacts the health and developmental trajectories of their children and is a crucial factor in children's social-emotional, physical, and economic well-being. At the same time, the emotional and behavioral needs of at-risk infants, toddlers, and preschoolers are best met through coordinated services that focus on relationships, especially with parents and other caregivers. Parents' ability to succeed in school and/or at work is affected by how well their children are doing.

Please reach out to HRSA Region 10 staff if you have difficulty accessing these educational resources or funding opportunities or need other technical assistance HRSA Region 10 staff are available by calling (206) 615-2490 or email at [regionx@hrsa.gov](mailto:regionx@hrsa.gov) . If you have colleagues who would benefit from receiving information from HRSA Region 10 please ask them to contact us to be added to our Tribal Listserv. If you no longer wish to receive updates we would be happy to remove you from future communications.

Job announcements

Could you add these two announcements to the email out?

Deputy Health System Administrator, Warm Springs Service Unit:

<https://www.usajobs.gov/GetJob/ViewDetails/499542600>

Deputy Health System Administrator, Western Oregon Service Unit:

<https://www.usajobs.gov/GetJob/ViewDetails/498850200>

Asha Petoskey, MPH  
*Area Director's Secretary*  
*Portland Area IHS, Office of the Director*  
1414 NW Northrup St, Suite 800  
Portland, OR 97209  
(503) 414-5558 (phone)  
(503) 414-5554 (fax)

**Our Mission...** to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.



Job announcements

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**Our Mission...** to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.

## Patient Financial Services Manager

The Native American Rehabilitation Association (NARA) is private, non-profit that provides culturally-appropriate physical- and mental-health services and substance-abuse treatment for American Indians, Alaska Natives, and other vulnerable people.

We are currently seeking an experienced and motivated Patient Financial Services Manager to join our team. The Patient Financial Services Manager is responsible for the overall operations and functions of the agency's billing services (Medical and Dental). This position is responsible for forecasting revenue projections and communicating this information regularly with the Executive Committee and oversees agency Billing functions including (1) billing and collections of patient accounts, (2) compliance with third-party payer regulations, (3) cash posting, (4) employee productivity and (5) ongoing improvement to key revenue cycle indicators. These key indicators include but are not limited to: Accounts Receivable days, cash collections goals and posting, bad debt, denials, underpayment recovery, and contract-management activities related to patient account management.

**RESPONSIBILITIES:** \* Leads and provides operational directives for all activities related to the claims management and collections of Accounts Receivables and ensures timely, efficient cash collections to support overall financial goals of the facility. \* Prepares and analyzes all statistical reports to monitor trends and determine operational deficiencies and implements corrective action plans as necessary. \* Forecasts revenue projections based on staffing, program models, billable services and payer reimbursements. \* Alerts Executive Committee to any concerns or of any needed modifications around projected revenues. \* Routinely produces Age Trial Balances to monitor reimbursement patterns and investigate any cash-flow issues for needed corrective actions to assure timely collection of accounts and achievement of established department or agency goals. \* Monitors unbilled account reports to determine necessary actions required to minimize number and dollar-value of accounts being held for bill production. Reports findings weekly. Develops, in concert with other department heads, corrective actions necessary to clear accounts held for bill release. \* Leads departmental efforts and design with patient collections. \* Develops dashboards and graphs to illustrating NARA's productivity goals while also maintaining and updating changes to this information on regular basis in order to help identify ideas to increase efficiencies and streamline processes within NARA. \*Determines qualifications and competence of departmental personnel who provide billing services. Evaluates all employee-performance evaluations and annual education requirements and provides feedback to managing staff to ensure consistency in application of performance-review process. \* Works with front desk and Oregon Health Plan teams to assure training around proper entry for patient registration and other data to assure all information is collected that is needed for billing. \*Assists in preparation of annual departmental budgets. Ensures that necessary funds to carry out goals and objectives are established and that business unit functions within budgetary guidelines. \* Maintains knowledge of current regulations and policies of Federal, State and private payers. Keeps impacted departments informed of changes, revisions, and updates. \* Stays abreast of latest developments and trends in field of Patient Accounting by attending seminars/workshops and actively participating in

interdisciplinary committees. \* Maintains confidentiality in all matters that include Patient Health Information and Employee Data. \* Performs other duties as assigned by Chief Financial Officer

TO QUALIFY: \* Bachelor's degree in business administration or related field, and minimum of 10 years of medical billing experience, and minimum of 7 years experience working as department manager in billing, accounting or information systems. \* Strong working knowledge of accounting/business principles, revenue cycle management, applicable Federal and State laws and regulations, Medicare and Medicaid rules and regulations, all aspects of third-party reimbursement policies and practices, and knowledge of Current Procedural Terminology (CPT), International Classification of Diseases (ICD)-9/10 coding and Physician billing. \* High-level knowledge of practice management billing systems, electronic health records and government payment systems. \* Data-driven with excellent analytical and problem-solving skills, and proven ability to assess and evaluate complex financial data and manage multiple complex tasks. \* Exceptional interpersonal, verbal, and written communication skills; and superior organizational, consultation, and mediation skills. \* High level of accuracy and attention to detail, flexibility and the ability to multi-task and prioritize effectively in team environment. \* Experience with Federally Qualified Health Center (FQHC), preferred. \* Experience with Centricity Practice Management and/or Resource and Patient Management System (RPMS), preferred.

To apply please email your resume, cover letter, and salary expectations to [jobs@naranorthwest.org](mailto:jobs@naranorthwest.org) or fax your information to 503-224-4494.

NARA requires minimum of two years sobriety/clean time if in recovery, and all potential hires are required to pass a pre-employment (post-offer) drug screen and criminal background check. Our agency is fully committed to supporting sobriety and as such it is a requirement that all new hires agree to model non-drinking and no illicit-drug use or prescription-drug abuse behavior.

NARA offers a full-benefit package including medical, dental, vision and prescription insurance. We provide company-paid insurance: short-term disability, long-term disability, basic life as well as treatment for alcohol- and drug-use disorders. In addition, we offer a 401(k) plan with a company match and supplemental life and accident benefits. NARA provides employees 13 paid holidays a year with generous vacation and sick-time benefits.

EEO/AA Employer/Vets/Disabled/Race/Ethnicity/Gender/Age. Within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference (Title 25, US CODE, Section 472 & 473).

We are mission-driven and spirit-led. Check out our website at: [www.naranorthwest.org](http://www.naranorthwest.org).

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**Job Posting Closing Date: 5/25/18**

**Job Title:** NARCH Cancer Prevention  
Research Assistant

**Reports To:** NARCH Principal  
Investigator

**Starting Wage:** \$30,000-36,000

**Status:** Non-Exempt, Hourly

**Classification:** .5 FTE, Regular; no  
benefits

**Location:** Portland, OR

**Duration:** Funded through July, 2021

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## **Job Summary:**

The NARCH Cancer Prevention Research Assistant will have the day-to-day responsibility of ensuring that the program moves forward, and is supportive to participants' needs and requests. He/she will be responsible for sending out advertisements to the potential trainees and will update consultant faculty and collaborators to inform them about the program and upcoming deadlines.

The NARCH Cancer Prevention Research Assistant will be responsible for making all of the arrangements for travel, conference calls and video conferencing, and for putting together meeting and training materials. Furthermore, he/she will serve as the central point of contact for all faculty, consultants, and students that are part of the program. He/she will help their supervisor to prepare progress reports and documents for review by the evaluation committee. He/she will also coordinate use of the meeting spaces with NPAIHB staff, and with appropriate officials at OHSU and PSU.

## **Essential Functions:**

1. Respond to requests for information from program participants and act as a liaison for the NARCH funding.
2. Make arrangements for travel for participants and for staff associated with the project.
3. Coordinate the use of NPAIHB conference rooms and meeting spaces for classroom use.
4. Coordinate conference calls and video conferences as needed.
5. Conduct literature searches for recent articles on cancer prevention and control research in special populations.
6. Provide technical assistance to trainees with their grant and manuscript submissions.
7. Provide project reports and updates to NIH program officials, and monthly activity reports to the PI and EpiCenter director.
8. Perform all other project related duties as requested by supervisor.

# **NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**

**Job Posting Closing Date: 5/25/18**

## **Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

## **Qualifications:**

- MPH degree or equivalent in associated field required.
- Two years of experience in providing assistance to a project.
- Two to four years of experience working with tribal communities or tribal organizations.
- Intermediate user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- Grant writing experience
- Excellent communication skills
- Must be highly organized and motivated, and be able manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program
- Must be sensitive to cross-cultural differences, and able to work effectively within their context
- Must be able to travel, as requested.
- Experience with NIH grant progress reports using RPPR

## **Typical Physical Activity:**

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**Job Posting Closing Date: 5/25/18**

**Physical Demands:** Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:** Infrequent travel, occasionally out of state, no more than 10% of the FTE.

**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)

**SEND RESUME AND APPLICATION TO:**

**Human Resources Coordinator**

**2121 SW Broadway, Suite 300**

**Portland, Oregon 97201**

**FAX: (503) 228-8182**

**Email: [HR@npaih.org](mailto:HR@npaih.org)**



**11. EDUCATION**, beginning with most recent. **An attached copy of degree or certificates earned is required.**

College or University	From	To	Credits earned	Major/minor	Degree earned	Year
High School attended :					Graduated?	Year
GED completion through:					Yes/No	

<b>Other schools or training:</b> vocational, armed forces, trade, etc. For each give the name, location, dates attended, subjects studied, number of classroom hours, certificates or credits earned. If needed, continue on last page of application.							
Name and Location	From	To	Area of study	Credits earned	Certificate earned	Year	

**12. COMPUTER and other office machine experience, training.** Please name the software with which you have experience in the following areas:

TASK	Name of software	Level of expertise 0-5, (5 being master/high)
Word processing		
Spreadsheet set-up and usage		
Office E-mail system experience		
Data Management		
High-level data analysis		
Photo-text slide presentations		
Preparation of brochures, flyers		
Other (fax, copier, scanner, etc.)		



**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)****13. EMPLOYMENT HISTORY**, beginning with most recent

May inquiry be made of your current employer regarding your character, qualifications, and record of employment?  NO  YES  With advance notice to applicant  
(A "no" will not affect your consideration for employment opportunities)

A.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor:  Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

B.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor:  Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

<b>C.</b>			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor:  Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

<b>D.</b>			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor:  Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

<b>E.</b>			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor:  Phone Number		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

14. **Special qualifications and skills** (relevant publications; public speaking experience; membership in a professional or scientific society, etc.) Use additional pages if needed.

15. **HONORS, AWARDS, AND FELLOWSHIPS RECEIVED:**

16. **REFERENCES:** List 3 persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Please ensure that telephone numbers are current.

Name	Phone Number	Occupation
1.		
2.		
3.		

**YOU MUST SIGN THIS APPLICATION.** Read the following three parts carefully before you sign:

- A false statement on any part of this application may be grounds for not hiring me, or firing me after I begin work. I understand that any information I give may be investigated as allowed by law or Presidential order.

- In consideration of NPAIHB's review of my application for employment, I hereby authorize NPAIHB and its agents to investigate my background as it pertains to employment considerations. This may include, but is not necessarily limited to, investigation of past employers/supervisors, personal references, educational institutions, criminal records/background checks, motor vehicle records and information contained in public records. I consent to the release of information to NPAIHB, by all persons and sources of information and their agents, relative to such investigation. I hereby release all such persons and sources of information and their agents from any liability or damages on account of having furnished information to the NPAIHB, and release the NPAIHB and its agents from any liability or damages on account of having conducted the investigation.
- I certify that, to the best of my knowledge and belief, all of my statements contained in my employment application and any attached documentation are true, correct, complete and made in good faith.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, national origin, sex, creed, age, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.**

**12. (a) (for continuation of description of duties, responsibilities, etc., as needed)**

**Please submit your completed form to: Human Resources Coordinator  
Northwest Portland Area Indian Health Board  
2121 SW Broadway, Suite 300  
Portland, OR 97201  
Or FAX to: 503-228-8182  
Or e-mail to: HR@npaihb.org**

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**  
**JOB POSTING CLOSING DATE: 5/18/18**

**Job Title:** Network Administrator  
**Reports To:** Director of Information Services  
**Salary Range:** 70-90K DOE  
**Department:** Information Technology

**Status:** Salary, Exempt  
**Classification:** Full-Time, Regular, w/benefits  
**Location:** Portland, Oregon

**Job Summary:** The Network Administrator has specific responsibility for oversight, management and troubleshooting information systems issues for the Northwest Portland Area Indian Health Board (NPAIHB) local and wide area computer network. The Network Administrator is responsible for assisting the Director of Information Services in the support of the information technology environment at NPAIHB. This support includes troubleshooting and responding to Help Desk support calls. The purpose of the position is to provide professional level technical expertise for the development and operation of all automated data processing systems, telecommunications, and security systems used by NPAIHB and tribes of the Northwest.

**Essential Functions:**

1. Information Technology Support
  - Performs daily: tape backups
  - Responds to helpdesk support requests, Configures and maintain PCs, notebooks, tablets, portable computing devices.
  - Administers the NPAIHB Windows network and completes all maintenance of the system to include: switches, routers, firewalls, cabling, and configurations and troubleshooting.
  - Maintains wireless access points and ensures office connectivity for staff and guests.
  - Is responsible for office cardkey security system, network security, and PC security.
  - Maintains office copiers, fax machines, and related equipment.
  
2. Data Information and Telecommunications Systems Coordination
  - Maintains telephony equipment to include: VoIP switches, phone sets, Polycom sets and software installation and upgrades. Personal smart phones.
  - Provides reporting and documentation involving network changes and upgrades.
  - Serves as a technical contact for Northwest tribes and tribal organizations on information technology issues.
  - Manages the hardware, software and telecommunications for the NPAIHB.
    - Installs and configures hardware, software, and telecommunications equipment necessary for electronic transmission of data to and from the Northwest tribes, NPAIHB, and the Indian Health Service (I.H.S.).
    - Identifies and recommends the upgrades and modifications to required computer systems.
    - Assists in maintaining the connectivity for the Resource and Patient Management System (RPMS) and training room utility.
  - Functions as a training resource for NPAIHB staff in the area of user hardware and software, and develops information technology related training materials
  - Contributes to the *Health News and Notes* newsletter
  - Posts weekly newsletter using Constant Contact

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**  
**JOB POSTING CLOSING DATE: 5/18/18**

**Additional Functions:**

- Provides IT support for meetings sponsored by the NPAIHB and NWTEC, including Quarterly Board Meetings, a three week Summer Research Institute, and other on-site and offsite meetings.
- Receives Indian Health Service EpiData Mart, data from the IDEA-NW project director and facilitates placement of data on appropriate server location for technical analysis.
- Performs other duties and assignments as directed by the Director of Information Services or the Executive Director
- Prepares a Monthly Activity Report (MAR) Supervisor.

**Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

**Qualifications:**

- The successful applicant should have a Bachelor's Degree in information systems or a related field and five years of relevant experience.
- Must have experience with Microsoft Office installation, configurations, and troubleshooting.
- Must be able to demonstrate strong knowledge of WAN / LAN technology.
- Microsoft Certification: MCSE and/or MCP and/or MCSA and/or MCDST preferred
- Cisco Certification: CDS and/or CCNA and/or CCNP and/or CCIE preferred
- CompTIA Network+ or CompTIA A+ preferred
- Working knowledge of UNIX and MacOS.
- Working knowledge of Cisco security systems.
- Experience with cable installations and design (RCDD)
- ShoreTel experience or other VoIP systems.
- Google docs applications
- Ability to configure and maintain wireless component technology.
- A minimum of 5 years experience working with information systems administration and maintenance.
- Some knowledge of the Indian Health Service RPMS system and area wide network preferred.
- Strong PC and related hardware/software installation and troubleshooting skills.
- Excellent writing and presentation skills
- Strong interpersonal communication skills and ability to work with a variety of staff.

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**  
**JOB POSTING CLOSING DATE: 5/18/18**

- Must be able to effectively communicate information technology terms and concepts to non-IT persons.
- General knowledge of WordPress website development and some HTML coding with maintenance.
- Experience with using Audio/Visual equipment (sound systems/projectors)
- Applicants must have a valid driver's license.

**Typical Physical Activity:**

**Physical Demands:** Frequently involves sedentary work: and exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:** Local travel is regularly required. Overnight travel outside of the area is regularly required.

**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)

**SEND RESUME AND APPLICATION TO:**

**Andra Wagner**  
**Human Resources Coordinator**  
**2121 SW Broadway, Suite 300**  
**Portland, Oregon 97201**  
**FAX: (503) 228-8182**  
**Email: [awagner@npaihb.org](mailto:awagner@npaihb.org)**





**11. EDUCATION**, beginning with most recent. **An attached copy of degree or certificates earned is required.**

College or University	From	To	Credits earned	Major/minor	Degree earned	Year
High School attended :					Graduated?	Year
GED completion through:					Yes/No	

<b>Other schools or training:</b> vocational, armed forces, trade, etc. For each give the name, location, dates attended, subjects studied, number of classroom hours, certificates or credits earned. If needed, continue on last page of application.							
Name and Location	From	To	Area of study	Credits earned	Certificate earned	Year	

**12. COMPUTER and other office machine experience, training.** Please name the software with which you have experience in the following areas:

TASK	Name of software	Level of expertise 0-5, (5 being master/high)
Word processing		
Spreadsheet set-up and usage		
Office E-mail system experience		
Data Management		
High-level data analysis		
Photo-text slide presentations		
Preparation of brochures, flyers		
Other (fax, copier, scanner, etc.)		

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)****13. EMPLOYMENT HISTORY**, beginning with most recent

May inquiry be made of your current employer regarding your character, qualifications, and record of employment?  NO  YES  With advance notice to applicant  
(A "no" will not affect your consideration for employment opportunities)

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Name of Supervisor:  Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

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From: _____ To: _____ (Date) (Date)		Title of Position:	
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Name of Supervisor:  Phone Number:		Name and Address of Employer:	
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Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor:  Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

<b>D.</b>			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor:  Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

<b>E.</b>			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor:  Phone Number		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

14. **Special qualifications and skills** (relevant publications; public speaking experience; membership in a professional or scientific society, etc.) Use additional pages if needed.

15. **HONORS, AWARDS, AND FELLOWSHIPS RECEIVED:**

16. **REFERENCES:** List 3 persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Please ensure that telephone numbers are current.

Name	Phone Number	Occupation
1.		
2.		
3.		

**YOU MUST SIGN THIS APPLICATION.** Read the following three parts carefully before you sign:

- A false statement on any part of this application may be grounds for not hiring me, or firing me after I begin work. I understand that any information I give may be investigated as allowed by law or Presidential order.

- In consideration of NPAIHB's review of my application for employment, I hereby authorize NPAIHB and its agents to investigate my background as it pertains to employment considerations. This may include, but is not necessarily limited to, investigation of past employers/supervisors, personal references, educational institutions, criminal records/background checks, motor vehicle records and information contained in public records. I consent to the release of information to NPAIHB, by all persons and sources of information and their agents, relative to such investigation. I hereby release all such persons and sources of information and their agents from any liability or damages on account of having furnished information to the NPAIHB, and release the NPAIHB and its agents from any liability or damages on account of having conducted the investigation.
- I certify that, to the best of my knowledge and belief, all of my statements contained in my employment application and any attached documentation are true, correct, complete and made in good faith.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, national origin, sex, creed, age, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.**

**12. (a) (for continuation of description of duties, responsibilities, etc., as needed)**

**Please submit your completed form to: Human Resources Coordinator  
Northwest Portland Area Indian Health Board  
2121 SW Broadway, Suite 300  
Portland, OR 97201  
Or FAX to: 503-228-8182  
Or e-mail to: HR@npaihb.org**

NICWA is hiring a deputy director!

Good morning,

The National Indian Child Welfare Association is now recruiting for a deputy director. Please assist us in our search for qualified applicants by distributing this announcement across your networks and to anyone you think may be interested. Interested applicants may visit our website at <https://www.nicwa.org/employment/>, where they can find the full description and instructions on how to apply. The position is open until June 11, 2018.

Questions and submissions may be directed to [hr@nicwa.org](mailto:hr@nicwa.org), or 503-222-4044.

Thank you very much for your help—we greatly appreciate it!

NICWA's Human Resources Team

**Human Resources**

National Indian Child Welfare Association  
5100 SW Macadam Ave, Ste 300 | Portland, OR 97239

**P** (503) 222-4044 | **F** (503) 222-4007

**E** [hr@nicwa.org](mailto:hr@nicwa.org)

[www.nicwa.org](http://www.nicwa.org) | [Like us on Facebook](#)

[Support our work today](#) | [Become a member!](#)





# PHS COMMISSIONED OFFICERS FOUNDATION *for the* Advancement Of Public Health

## Seed Grant Application 2018

### Contact Information

Name	
Name of Organization	
Street Address	
City/State/ Zip Code	
Work Phone	
E-Mail Address	
HHS Region	

### Category

Applicants should fall into one of the following categories:

- Non-profit organization
- Affiliation with the Commissioned Corps (e.g. local COA branch)
- COA member to benefit members of the Commissioned Corps (e.g., leadership training) or helps to advance public health

### Public Health Focus

Tell us which public health focus your project will address (choose as many that apply):

- Vaccines/Immunizations
- Adolescent health
- Other \_\_\_\_\_
- Women's health
- Obesity
- Minority health
- Opioids
- HIV/AIDS, Hepatitis, STIs
- Mental health
- Family planning
- Tobacco

### Description of Project

Provide an overview statement about the organization and its mission to advance public health, a statement outlining the project and how the funds will make a difference. Summarize the problem the project will address, a set of goals for the project, the overall objectives for the project, as well as a project plan that describes the activities. Include date and location of event(s). (800 word limit)

\*Amount requested: \$ \_\_\_\_\_

\*Unless there are extenuating circumstances as voted by the COF Board of trustees, no single grant/donation should exceed \$5000 in a given fiscal year. Grants/donations of \$5000 or less may be authorized by vote of the COF Executive Committee. Grant/donation recipients may apply for funds in successive fiscal years.

### Proposed Outcomes and Metrics of Project

Describe how you plan to track the project and how you will measure its success. (500 word limit)

### How to Apply

All requests for funding must be submitted no later than three months before an event is scheduled to occur. Events should plan to start after July 1, 2018. Requests for funding will be accepted during the period March-May for the next fiscal year.

Due, May 31, 2018, electronically or mailed to the address below.

COF will budget funds provisionally to be used for grants/donations to non-profit groups, Corps-affiliated groups, or Commissioned Corps officers for specific projects as laid out above.

Submit applications to:

Name	Michael R. Milner, DHSc, PA-C
Title	Rear Admiral, Assistant U.S. Surgeon General (retired)
Address	Commissioned Officers Foundation for the Advancement of Public Health 8201 Corporate Drive, Suite 1170 Landover, Maryland 20785
Work Phone	301-731-9080
E-Mail Address	michael.milner1@verizon.net

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if the proposed project is selected, I as the applicant of the organization am required to report to the Foundation how the granted funds were expended (e.g. helped the organization) no later than three months after the event.

Name (printed)	
Signature	
Date	

### About Us

The PHS Commissioned Officers Foundation for the Advancement of Public Health is a 501(c)(3) dedicated to advancing public health for a healthier nation.





**NORTHWEST PORTLAND AREA  
INDIAN HEALTH BOARD**

**QUARTERLY BOARD MEETING**

**JULY 17-19, 2018**

**AT**

**THE SILVER REEF HOTEL**

**CASINO SPA**

**4876 HAXTON WAY,**

**FERNDALE, WA 98248**

**RESERVATIONS: 866-383-0777 EXT. 4254**

Rooms are blocked under the group name of **“Northwest Portland Area Indian Health Board”**. Hotel rooms are \$99.00 per night plus 8 % occupancy taxes. Please call by **July 2<sup>nd</sup>, 2018** to receive the group rate. Reservations received after this date will be accepted on a space available basis and at the regular room rate.

If you have any questions, please contact Lisa Griggs, Executive Administrative Assistant at (503) 416-3269 or email [lgriggs@npaihb.org](mailto:lgriggs@npaihb.org)



## NW Tribal Tobacco Prevention Conference

**Prevention Through Culture and Policy**

### Register Here

<https://www.surveymonkey.com/r/2018NWTribalTobacco>

Travel reimbursements are available to NW tribes working in tobacco prevention (hotel, flight and/or mileage)

**Where:** Suquamish Clearwater  
Casino and Resort

**When:** May 22 and 23

For Questions, Please Contact:

Ryan Sealy

WEAVE-NW Tobacco Specialist

[rsealy@npaihb.org](mailto:rsealy@npaihb.org)

503.416.3304



**NPAIHB**

*Indian Leadership for Indian Health*



NW Tribal  
Comprehensive  
Cancer Project



# “Food System and Food Sovereignty Interventions to Improve Native American Health”

**Valarie Blue Bird Jernigan**

Dr.PH., MPH

**Tuesday,  
May 22, 2018**

**4:30 p.m. -  
5:30 p.m.**

Robertson Life Sciences  
Building, 3A002 Learning  
Studio West  
2730 S.W. Moody Ave.  
Portland, OR 97201

[www.ohsu.edu/nativehealth](http://www.ohsu.edu/nativehealth)

## **Conversations for Health Equity Through Awareness, Action, and Healing Series**

### **Native American Health Seminar**

Valarie Blue Bird Jernigan, a citizen of the Choctaw Nation, is a community-based participatory researcher, trained in intervention science, with the goal of combining research and action for social change.

Dr. Jernigan is an Associate Professor of Health Promotion Sciences at the College of Public Health, University of Oklahoma Health Sciences Center, and Assistant Dean of Research for the University of Oklahoma School of Community Medicine. She received her doctorate in public health from the University of California, Berkeley, and completed a postdoctoral fellowship at the Stanford Prevention Research Center.

Dr. Jernigan is currently the Principal Investigator for the NHLBI-funded R01 study “THRIVE,” Tribal Health and Resilience in Vulnerable Environments, which implemented healthy makeovers in tribally owned convenience stores in the Chickasaw and Choctaw Nations of Oklahoma. She is also the Principal Investigator for the NIMHD-funded R01 study “FRESH,” a farm-to-school multicomponent intervention based on the principles of food sovereignty and being led in partnership with the Osage Nation in Oklahoma.

**Community, Students, Faculty, Service Providers -  
All are invited to attend and engage in conversations for  
equity!**

For questions, please contact Kelly Gonzales  
[Kelly.gonzales@pdx.edu](mailto:Kelly.gonzales@pdx.edu)  
or Rosa Frutos  
[Frutos@ohsu.edu](mailto:Frutos@ohsu.edu)

109213 877795 04/18



Dear Partners and Friends,

The Oregon Health Authority Office of Equity and Inclusion (OHA-OEI) is pleased to announce recruitment for our Community Advisory Council (CAC).

The primary goal of the Community Advisory Council is to center Oregon's community voices in OEI's efforts to promote health equity and reduce health disparities. As advocates for vulnerable communities, the CAC helps OEI proactively identify and address emerging and ongoing issues and opportunities.

CAC members can expect to commit to two hour meetings every other month, with an additional two hours per month outside of meetings. Please see the attached Purpose Statement for more information and for member responsibilities.

We are especially looking for diverse geographic, demographic, and other representation within Oregon. Please complete and return the attached application to be considered.

Applications and optional demographic sheet (REALD form) are due on Monday, May 21, 2018 at 11:59 pm to Allison Varga, OEI Community Engagement Coordinator ([Allison.varga@state.or.us](mailto:Allison.varga@state.or.us)) or (FAX: 971-673-1128).

Please share widely with your networks, and please let us know if you have any questions.

Sincerely,

Leann R Johnson, MS  
Director, Office of Equity  
and Inclusion Division of  
the Oregon Health  
Authority  
[Leann.r.johnson@state.or.us](mailto:Leann.r.johnson@state.or.us)  
Desk: 971-673-1285  
Cell: 503-890-2944  
Pronouns: she/her

**These questions are optional and your answers are confidential. We would like you to tell us your race, ethnicity, language and disability background so that we can find and address health and service differences.**

1. Do you need written materials in an alternate format (Braille, large print, audio recordings, etc.)?

- Yes   
  No   
  Don't know/Unknown   
  Don't want to answer/Decline

If yes, which format? \_\_\_\_\_

## Race and Ethnicity

2. How do you identify your **race, ethnicity, tribal affiliation, country of origin, or ancestry**?

\_\_\_\_\_

3. Which of the following describes your **racial or ethnic identity**? Please check **ALL** that apply.

### American Indian or Alaska Native

- American Indian
- Alaska Native
- Canadian Inuit, Metis, or First Nation
- Indigenous Mexican, Central American, or South American

### Hispanic or Latino/a

- Hispanic or Latino/a Central American
- Hispanic or Latino/a Mexican
- Hispanic or Latino/a South American
- Other Hispanic or Latino/a

### Asian

- Asian Indian
- Chinese
- Filipino/a
- Hmong
- Japanese
- Korean
- Laotian
- South Asian
- Vietnamese
- Other Asian

### Native Hawaiian or Pacific Islander

- Guamanian or Chamorro
- Micronesian\*
- Native Hawaiian
- Samoan
- Tongan\*
- Other Pacific Islander

### Black or African American

- African American
- African (Black)
- Caribbean (Black)
- Other Black

### Middle Eastern/Northern African

- Northern African
- Middle Eastern

### White

- Eastern European
- Slavic
- Western European
- Other White

### Other Categories

- Other (please list) \_\_\_\_\_
- Don't know/Unknown
- Don't want to answer/Decline

4. If you selected more than one racial or ethnic identity above, please **CIRCLE the ONE that best represents your racial or ethnic identity.**

You can get this document in other languages, large print, braille, or a format you prefer. We accept all relay calls or you can dial 711. Contact:

Program:

Phone:

Email:

## Language

5. In what **language** do you want us to:

**Speak** with you \_\_\_\_\_

**Write** to you \_\_\_\_\_

6. Do you need a **sign language** interpreter for us to communicate with you?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, which type do you need us to communicate with you?

(ASL, PSE, tactile interpreting, etc.)

\_\_\_\_\_

7. Do you need an **interpreter** for us to communicate with you?

Yes

Don't know/Unknown

No

Don't want to answer/Decline

8. How well do you speak English?

Very Well  Not at all

Well  Don't know/Unknown

Not Well  Don't want to answer/Decline

**Disability** Your answers to the questions below help us find health and service differences among people with disabilities or limitations. Your answers are confidential.

9. Are you **deaf** or do you have **serious difficulty hearing**?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, at what age did this condition begin? \_\_\_\_\_

10. Are you **blind** or do you have **serious difficulty seeing**, even when wearing glasses?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, at what age did this condition begin? \_\_\_\_\_

11. Does a **physical, mental, or emotional condition limit your activities** in any way?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, at what age did this condition begin? \_\_\_\_\_

12. What is your age today? \_\_\_\_\_

Please stop now if the person is under age 5

13. Do you have serious difficulty **walking or climbing stairs**?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, at what age did this condition begin? \_\_\_\_\_

14. Do you have **difficulty dressing or bathing**?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, at what age did this condition begin? \_\_\_\_\_

15. Because of a **physical, mental, or emotional condition**, do you have serious difficulty:

a. **Concentrating, remembering or making decisions**?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, at what age did this condition begin? \_\_\_\_\_

Please stop now if you/the person is under age 15

b. **Doing errands alone** such as visiting a doctor's office or shopping?

Yes  Don't know/Unknown

No  Don't want to answer/Decline

**If yes**, at what age did this condition begin? \_\_\_\_\_



## “Response Circles” Funding Request for the Northwest Tribes

This form is to be used when requesting funding for an activity, event, or training that is associated with domestic & sexual violence prevention. The funds may be used for: meeting expenses, materials and supplies for activities, incentives, travel, and training fees. Funds may not be used for wages, food, or promotional clothing items i.e. t-shirts. Page 2 includes opportunities that can be funded. About \$15,000 is available for these requests by the Northwest Tribes and will be available until the money runs out. **Requests can be submitted anytime January 8 to August 15, 2018.**

### **NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**

- Burns –Paiute Tribe
- Chehalis Tribe
- Coeur d’Alene Tribe
- Colville Tribe
- Coos, Suislaw &  
Lower Umpqua Tribe
- Coquille Tribe
- Cow Creek Tribe
- Cowlitz Tribe
- Grand Ronde Tribe
- Hoh Tribe
- Jamestown S’ Klallam Tribe
- Kalispel Tribe
- Klamath Tribe
- Kootenai Tribe
- Lower Elwha Tribe
- Lummi Tribe
- Makah Tribe
- Muckleshoot Tribe
- Nez Perce Tribe
- Nisqually Tribe
- Nooksack Tribe
- NW Band of Shoshoni Tribe
- Port Gamble S’ Klallam Tribe
- Puyallup Tribe
- Quileute Tribe
- Quinault Tribe
- Samish Indian Nation
- Sauk-Suiattle Tribe
- Shoalwater Bay Tribe
- Shoshone-Bannock Tribe
- Siletz Tribe
- Skokomish Tribe
- Snoqualmie Tribe
- Spokane Tribe
- Squaxin Island Tribe
- Stllaguamish Tribe
- Suquamish Tribe
- Swinomish Tribe
- Tulalip Tribe
- Umatilla Tribe
- Upper Skagit Tribe
- Warm Springs Tribe
- Yakama Nation

Date: \_\_\_\_\_  
 Tribe: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

<p><b>Briefly describe the activity, event, training that the funds will be used for:</b></p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>
<p><b>Total Amount For Request (\$2,000 max)</b></p> <p>*Please be sure your total request includes all your needs including: indirect, travel, lodging, per diem, registration fees, internet, supplies, print materials, incentives, honoraria, stipends, trainer fees and travel, and/or facility costs.        ** Funds may not be used for wages, food, or promotional clothing items i.e. t-shirts.</p>

\*Depending on the event/training chosen NPAIHB staff may ask you to provide a short evaluation, survey, or post-description of the event/training. Please fax this document to 503-228-8182, Attn: Colbie, or email [ccaughlan@npaihb.org](mailto:ccaughlan@npaihb.org). If you have any further questions, please call Colbie Caughlan: (503) 416-3284.

2121 SW Broadway  
 Suite 300  
 Portland, OR 97201  
 Phone: (503) 228-4185  
 Fax: (503) 228-8182  
[www.npaihb.org](http://www.npaihb.org)

## *List of Upcoming Opportunities for Domestic & Sexual Violence Prevention*

- At your own pace Online Sexual Assault Nurse Examiner's training  
<http://www.forensicnurses.org/?page=40HourSANE>
- May 21-23, 2018 – 40<sup>th</sup> Annual Conference for the Oregon Coalition Against Domestic & Sexual Violence - *New Visions for Safety, Equity, and Justice* – Sunriver, OR <https://www.ocadsv.org/our-work/annual-conference>
- June 4-6, 2018 – Native HOPE Training Conference – Albuquerque, NM  
[http://www.nativeprideus.org/registration.html?utm\\_source=phplist748&utm\\_medium=email&utm\\_content=HTML&utm\\_campaign=REGISTER%3A+Native+HOPE+training+conference+June+4-6%2C+2018-Albuquerque%2C+NM](http://www.nativeprideus.org/registration.html?utm_source=phplist748&utm_medium=email&utm_content=HTML&utm_campaign=REGISTER%3A+Native+HOPE+training+conference+June+4-6%2C+2018-Albuquerque%2C+NM)
- June 5-8, 2018 – Advanced Domestic Violence Sexual Assault Training – Reno, NV <http://nicp.net/event/reno-nv-june-5-8-2018/>
- June 21-22, 2018 – Tribal Forensic Sexual Assault Examiner Clinical Skills Trainings for RN's, APRN's, PA's, and Physicians – Colorado Springs, CO <http://www.tribalforensichealthcare.org/?page=AdultClinical>
- June 26-28, 2018 – 13<sup>th</sup> Women Are Sacred Conference hosted by the National Indigenous Women's Resource Center – Albuquerque, NM - <http://www.niwrc.org/events/women-are-sacred-conference>
- July 10-13, 2018 – Advanced Domestic Violence Sexual Assault Training – Las Vegas, NV  
<http://nicp.net/event/las-vegas-july-10-13-2018/>
- July 25-27, 2018 – National Indian Health Board's AI/AN National Behavioral Health Conference with domestic violence prevention workshops – *Promoting Connections Between Culture and Purpose* – Washington, D.C. <http://www.event.com/events/2018-american-indian-and-alaska-native-national-behavioral-health-conference/event-summary-d829c15370e04f169d3988378f90a81d.aspx>
- August 13-17, 2018 – Domestic Violence, Sexual Assault, & Elder Abuse Training – Louisville, KY  
<http://nicp.net/event/louisville-kentucky-august-13-17-2018/>
- August 29-30, 2018 – National Sexual Assault Conference 2018 - *BOLD MOVES: Ending Sexual Violence in One Generation* – Anaheim, CA <http://www.calcasa.org/events/nsac/2018-national-sexual-assault-conference/save-the-date/>
- Sexual Assault Response Team (SART) Toolkit – training on your own, check out  
<https://ovc.ncjrs.gov/sartkit/about.html>

### *Websites to find more opportunities & dates*

- National Center on Domestic & Sexual Violence - [http://www.ncdsv.org/ncd\\_upcomingtrainings.html](http://www.ncdsv.org/ncd_upcomingtrainings.html)
- Sexual Assault Forensic Examinations, Support, Training, Access and Resources (SAFESTAR) - <http://www.safestar.net/training/>
- International Assoc. of Forensic Nurses - <http://www.forensicnurses.org/?page=registerforSANE>
- IHS Tribal Forensic Healthcare <http://tribalforensichealthcare.site-ym.com>
- Idaho Coalition Against Sexual & Domestic Violence - <https://idvsa.org/>
- Oregon Attorney General's Sexual Assault Task Force - <http://oregonsatf.org/calendar/trainings/>
- Oregon Coalition Against Domestic & Sexual Violence - <https://www.ocadsv.org/>
- Washington State Coalition Against Domestic Violence - <https://wscadv.org/>
- Washington Coalition of Sexual Assault Programs - <http://www.wcsap.org/>





# NCCDPHP

## Good Health and Wellness in Indian Country TRIBAL RESOURCE DIGEST

Welcome to Centers for Disease Control and Prevention's (CDC) tribal resource digest for the week of April 30, 2018. The purpose of this digest is to help you connect with the tools and resources you may need to do valuable work in your communities.

## Announcements

### In this issue:

- [Announcements](#)
- [Webinars](#)
- [Funding Opportunities](#)

### Bring Your Brave Campaign

**B**elow are breast cancer/breast health messages in an effort to reach young women.

[Charity: There Isn't Just One Face to Breast Cancer \(2:00\)](#)

[\(Short Version\): No Matter Your Age, Know Your Risk \(:30\)](#)

### Tribal Nursing Home Best Practices: Cultural Sensitivity

**D**etails several models for culturally competent tribal nursing homes and the measures the facilities implemented to provide appropriate care for American Indian and Alaska Native elders. Discusses some initiatives implemented, such as hiring a cultural liaison to coordinate traditional activities and providing person-centered care. Read more [here](#).

### 2018 9th Annual NIHB National Tribal Public Health Summit

**T**he National Tribal Public Health Summit is a premier Indian public health event that attracts over 500 Tribal public health professionals, elected leaders, advocates, researchers, and community-based service providers. Read more [here](#).

**Date:** May 22-24, 2018

**Location:** Prior Lake, MN

## Webinars

### TACTIC Webinar Series—Strategy Sustainability in Action and Practice

This webinar will provide a practical framework along with insights and strategies for ensuring that community health improvement efforts are maintained and have a lasting, sustainable impact. Awardee presenters will share examples of how community organizations have planned for sustainability for their intervention strategies. The webinar will offer ways the community and partners can take ownership in incorporating sustainable processes within their programs as well as adapting and expanding on existing programs. Register [here](#).

**Date:** May 16, 2018 @ 2:00-3:30 PM Eastern

# HSRA Grants Education & Technical Assistance Webinar Series for Tribes & I/T/Us: Writing a Competitive Grant Application / HRSA Review Criteria

Date: **May 9, 2018 @ 1:00-2:30 PM Eastern**

## GPTCHB Community Health Webinar Series

Contact Jennifer William for details regarding the webinar.

Jennifer Williams, Program Manager  
Great Plains Good Health and Wellness  
Great Plains Tribal Chairmen's Health Board  
(P) 605.721.1922 ext. 144

5/9/18	Helpful Tips on Enforcing a Policy	Rae O'Leary, Canli Coalition
6/13/18	HRSA	Nick Zucconi, HRSA Regional Administrator for Region 8 (Denver Region Office)
7/11/18	Breastfeeding	Jodee Brewer, Lactation Specialist Rapid City IHS Hospital
8/8/18	Tips for Successful CAP Writing	Whitney Nordvold, Program Coordinator
9/12/18	Traditional vs. Commercial Tobacco	Terra Houska, Tobacco Health Educator

## Funding Opportunities

### National Health Service Corps Scholarship Program

**S**cholarships for students pursuing eligible primary care health professions training in exchange for a service commitment in an approved site in a high-need urban, rural, or frontier community. Read more [here](#).

Application Deadline: **May 10, 2018**

### Workforce Innovation and Opportunity Act Indian and Native American Program - Employment and Training Grants

**G**rants to support employment and training activities for Indians and Native Americans in the areas of healthcare, manufacturing, IT, energy, and other industries. Read more [here](#).

Application Deadline: **May 18, 2018**

### Tribal Behavioral Health Grant Program

**A**wards funding for projects designed to prevent and reduce suicidal behavior and substance abuse, reduce the impact of trauma, and promote mental health among American Indian/Alaska Native young people up to the age of 24. Read more [here](#).

On the look-out  
for photos!

Send any GHWIC related photos to [AQUIROZ@cdc.gov](mailto:AQUIROZ@cdc.gov). If you wish to feature a community garden, event, team meeting, etc., this is the place! Send your photo with a



*February 2018, Muscogee (Creek) Nation Council House  
From left to right—Amy Groom, Dr. Ursula Bauer, David Espey  
—photo courtesy Dave Espey*

## Contact Information:

National Center for Chronic Disease Prevention and Health Promotion  
Office of the Medical Director  
4770 Buford Highway, MS F80  
Atlanta, GA 30341  
(770) 488-5131 / <http://www.cdc.gov/chronicdisease/index.htm>

The digest serves as your personal guide to repositories of open and free resources where you can find content to enrich your program or your professional growth. Please note that CDC does not endorse any materials or websites not directly linked from the CDC website. Links to non-Federal organizations found in this digest are provided solely as a courtesy. CDC is not responsible for the content of the individual organization web pages found at these links.

If you have comments or suggestions about this weekly update, please email Anisha Quiroz at [AQUIROZ@cdc.gov](mailto:AQUIROZ@cdc.gov) with the words "TRIBAL DIGEST" in the subject line.

# Idaho Tribes/Idaho Medicaid Meeting Quarterly Meeting Agenda

**May 23, 2018**

**Benewah Medical Center, 427 12<sup>th</sup> Street, Plummer**

**10:30 – 3:30 Pacific Time**

**Conference Line: 1-877-820-7831, Guest Passcode: 301388#**

Time	Topic	Speaker
10:30 AM	Welcome and Introductions	
10:45 AM	Medicaid Updates Policy Changes, Rules, & Tribal Letters	George Gutierrez Deputy Administrator for Policy Division of Medicaid
11:15 AM	Follow up on Outside the Four Walls / Tribal SPA / ITU Pharmacy	
11:30 PM	YES Services July 1, 2018 / Cost sharing / NEMT Update / Substance Abuse Disorder Services	Tiffany Kinzler Bureau Chief, Medical Care Division of Medicaid
Noon	Working Lunch – Optum Skills-Building Presentation	
12:30 PM	Medicare-Medicaid Coordinated Plan / Nursing Facilities Update	Tammy Ray Alex-Childers Scott Bureau of Long-Term Care Division of Medicaid
1:00 PM	Children’s DD Enhancement	Arthur Evans Bureau Chief, Developments Disabilities Division of Medicaid
1:15 PM	NPAIHB Update	Laura Platero Northwest Portland Area Indian Health Board
2:00 PM	Division of Public Health Update	Jamie Delavan Health Program Specialist Division of Public Health
2:15 PM	Break	
2:30 PM	Behavioral Health Update	Crystal Campbell Program Specialist, ATR Division of Behavioral Health
2:45 PM	Value Based Purchasing Strategy	George Gutierrez Deputy Administrator for Policy Division of Medicaid
3:00 PM	<ul style="list-style-type: none"> <li>• Next meeting topics and schedule</li> <li>• Open discussion</li> </ul>	George Gutierrez Deputy Administrator for Policy Division of Medicaid
3:30 PM	Adjourn	



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
Behavioral Health Administration  
*Division of Behavioral Health and Recovery*  
*PO Box 45330, Olympia, WA 98504-5330*

May 4, 2018

Dear Tribal Leaders,

Dear Tribal Leader,

The Department of Social and Health Services (DSHS), Division of Behavioral Health and Recovery (DBHR) would like to announce a funding opportunity for federally recognized Tribes in Washington State to address the opioid crisis each tribe is facing. The source of funds is Substance Abuse Mental Health Services Administration - Substance Abuse Block Grant. This funding opportunity is considered a pilot project to support the expansion of prevention and treatment programming designed to prevent and reduce the incidents of opioid use disorders. The funds are available to any federally recognized Tribe for the period of July 1, 2018 through June 30, 2019.

Contracts will be issued to each interested Tribe from the Department of Social and Health Services. Depending on the availability of funds, and utilization of this funding in year one, recommendations will be made to continue this project beyond June 30, 2019.

These funds are separate from the DSHS Consolidated Contract. Contracts issued will be cost reimbursement, within DSHS General Terms and Conditions, and are not dependent on reconciliation of funding under DSHS contract consolidation. Reporting requirements and timelines will be designed to satisfy the Federal requirements of the Substance Abuse Block Grant for prevention and treatment services. Maximum funding per Tribe is \$50,000; however, if additional funds become available, please let us know if your Tribe is interested in additional funding to be expended by June 30, 2019.

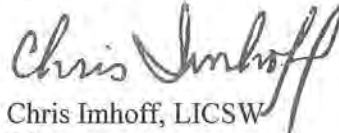
Your Tribe will need to identify appropriate projects for your tribal communities and have the option to allocate these funds for prevention strategies, treatment strategies, or a combination of both. Following completion of the form, a program selection plan must be submitted to DBHR by September 1, 2018 and will be reviewed by program staff for approval. Details on what is needed for the program selection plan is to be provided at a later date.

Enclosed is the Tribal Opioid Crisis Grant form for your use which includes prevention and treatment strategies that you can choose to implement with these funds. Please submit the Tribal Opioid Crisis Grant form by May 25, 2018 to [tribalreports@dshs.wa.gov](mailto:tribalreports@dshs.wa.gov).

If there are any questions regarding this pilot project please contact Cheryl Wilcox –Tribal Wellness Grants Manager with DBHR – by telephone at 360-725-3743 or by email at [wilcoxcd@dshs.wa.gov](mailto:wilcoxcd@dshs.wa.gov).

Dear Tribal Leaders,  
May 4, 2018  
Page 2

Sincerely,

  
Chris Imhoff, LICSW  
Director

Enclosure: Tribal Opioid Crisis Grant Form

cc: Indian Policy Advisory Committee (IPAC) Delegates  
Tribal Behavioral Health Directors  
Tim Collins, Senior Director, DSHS, Office of Indian Policy (OIP)  
Leah Muasau, Tribal Contract Coordinator, OIP  
Regional Managers, OIP  
Jessie Dean, Tribal Affairs Administrator, HCA  
Michael Langer, Office of Behavioral Health and Prevention, DBHR  
David Reed, Office Chief of Behavioral Health and Managed Care, DBHR  
Sarah Mariani, Behavioral Health Administrator, DBHR  
Tiffany Villines, Behavioral Health Administrator, DBHR  
Lucilla Mendoza, Tribal Behavioral Health Administrator, DBHR

## Tribal Opioid Crisis Grants Expansion of Treatment and/or Prevention

### General Information

- A. Tribe Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Main Telephone Number: \_\_\_\_\_
- D. Person Completing Project Proposal (provide contact info below):
- a. Phone Number: \_\_\_\_\_
- b. Email Address: \_\_\_\_\_
- E. Person to be contacted for information regarding project: \_\_\_\_\_
- a. Phone Number: \_\_\_\_\_
- b. Email Address: \_\_\_\_\_

The below list of programs and strategies are shown to be effective at reducing youth opioid and/or prescription drug misuse and/or associated risk factors in general populations.

<b>Opioid Prevention Programs and Strategies List (Check to indicate the programs/strategies to be implemented)</b>
<input type="checkbox"/> Athletes Training & Learning to Avoid Steroids
<input type="checkbox"/> Community-based Mentoring (e.g., Big Brothers/Big Sisters of America)
<input type="checkbox"/> Communities That Care (CTC)
<input type="checkbox"/> Getting Connected
<input type="checkbox"/> Good Behavior Game – PAX
<input type="checkbox"/> Guiding Good Choices
<input type="checkbox"/> LifeSkills Training (Botvin Middle School Version)
<input type="checkbox"/> Local Prescriber Education ***
<input type="checkbox"/> Positive Action
<input type="checkbox"/> Prevention-Intervention Specialist
<input type="checkbox"/> Prevention Training*
<input type="checkbox"/> Promotion of Prescription Drug Monitoring Program ***
<input type="checkbox"/> Promotion of Prescription Drug/Opioid Prevention Media Campaign(s)** (***)
<input type="checkbox"/> Project Northland
<input type="checkbox"/> Project Towards No Drug Abuse
<input type="checkbox"/> Raising Healthy Children
<input type="checkbox"/> Secure/Safe Home Storage (Lockbox Distribution) ***
<input type="checkbox"/> Secure Medicine Return Program (located in pharmacy/law enforcement) ***
<input type="checkbox"/> Secure Medicine Take-back Events ***
<input type="checkbox"/> SPORT Prevention Plus Wellness
<input type="checkbox"/> Staff to deliver prevention services (policy review/development)
<input type="checkbox"/> Strengthening Families Program: For Parents & Youth 10-14 (Iowa Version)
<b>Proposed Funding Amount: \$</b>

\*Prevention Trainings: Opioid Prevention, Strategic Prevention Framework, ACES, Trauma Informed Care, Prevention Frameworks (Strategic Cultural Frameworks, Coalition Development, Community Organizing etc.)

\*\*Prescription Drug/Opioid Prevention Campaign Sites:  
www.getthefactorsrx.com, [www.watribalopioidsolutions.com](http://www.watribalopioidsolutions.com)

## Tribal Opioid Crisis Grants

### Expansion of Treatment and/or Prevention

The below list of programs and strategies are shown to be effective in tribal communities for youth substance use prevention and/or mental health promotion.

Substance Use Prevention & Mental Health Promotion Programs Effective in Tribal Communities List (Check to indicate the strategies to be implemented)
<input type="checkbox"/> American Indian Life Skills Development/Zuni Life Skills Development
<input type="checkbox"/> Bicultural Competence Skills Approach
<input type="checkbox"/> Families & Schools Together (FAST) for American Indian Children
<input type="checkbox"/> Family Spirit
<input type="checkbox"/> Healing of the Canoe Project
<input type="checkbox"/> Protecting You/Protecting Me for American Indian Children
<input type="checkbox"/> Project Venture
<input type="checkbox"/> Other cultural or traditional opioid prevention strategy (please describe):
<b>Proposed Funding Amount: \$</b>

The below list of programs and strategies are shown to be effective for opioid use treatment.

Opioid Treatment Strategies (Check to indicate the strategies to be implemented)
<input type="checkbox"/> Medication Assisted Treatment/Opiate Substitution Treatment ***
<input type="checkbox"/> Purchase and Distribution of Opioid Reversal Medication *** (Naloxone Kit, Narcan Kit)
<input type="checkbox"/> Treatment Counseling for Non-Medicaid Individuals ***
<input type="checkbox"/> Continuing Education/Training (for staff) ***
<input type="checkbox"/> Engagement and Screening
<input type="checkbox"/> Recovery House Residential Treatment
<input type="checkbox"/> Recovery Coaching ***
<input type="checkbox"/> Recovery Housing
<input type="checkbox"/> Public Awareness on Opioid Substitute Treatment (MAT); adaptation of statewide Tribal Treatment Media Campaign; media campaign development; etc. ***
<input type="checkbox"/> Treatment Coordination
<input type="checkbox"/> Other opioid treatment strategy (please describe):
<b>Proposed Funding Amount: \$</b>
<b>If additional funds are available, how much more funding would be needed: \$</b>

\*\*\* Prevention strategies/practices from the Governors Executive Order 16-09-Addressing the Opioid Use Public Health Crisis and the 2017 WA State Opioid Response Plan, WA State Targeted Response to the Opioid Crisis Grant (STR)

<http://stopoverdose.org/docs/StateODResponsePlan2017.pdf>

[https://www.governor.wa.gov/sites/default/files/exe\\_order/eo\\_16-09.pdf](https://www.governor.wa.gov/sites/default/files/exe_order/eo_16-09.pdf)

[https://www.dshs.wa.gov/sites/default/files/BHSIA/dbh/Fact%20Sheets/WA\\_STRGrant\\_Overview.pdf](https://www.dshs.wa.gov/sites/default/files/BHSIA/dbh/Fact%20Sheets/WA_STRGrant_Overview.pdf)