

Family Violence Prevention & Services Program

FY 2020 Coronavirus Aid Relief and Economic Security Act (CARES Act) Supplemental Funding Guidance and Reporting Requirements for Family Violence Prevention and Services Act State Administrators and Tribes

Purpose

The [Coronavirus Aid Relief and Economic Security \(CARES\) Act, P.L. 116-136](#) provides one-time funding in fiscal year (FY) 2020 to support the Family Violence Prevention and Services Act State administrators and Tribes in preventing, preparing for, and responding to the coronavirus (COVID-19) public health emergency. State administrators and Tribes may use this supplemental funding to establish, maintain, and expand programs and projects to: 1) prevent incidents of family violence, domestic violence, and dating violence; and 2) provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence. FVPSA State administrators are expected to issue supplemental sub-awards to local domestic violence programs in your state within 60 days of receiving your CARES Act allocation from the FVPSA Program.

Supplemental Funding Summary

The CARES Act appropriated \$45,000,000 for FVPSA funded states, Tribes, and state domestic violence coalitions to provide temporary housing, assistance, and supportive services to victims of family, domestic, and dating violence in response to the coronavirus public health emergency.

The FVPSA Program has determined grantee CARES Act supplemental award amounts using the following formula and allocation requirements authorized in accordance with 42 U.S.C. §10403(a)(2) of the Family Violence Prevention and Services Act (FVPSA):

- 77.5% States for 56 grantees reaching 1,600 domestic violence programs;
- 10% Tribes for 144 grantees that reaches 252 Tribes;
- 10% Domestic Violence Coalitions for 56 grantees; and
- 2.5% FVPSA Program Administration and Supplemental Award Monitoring.

States/Territories Supplemental Awards Formula

The CARES Act provides provides \$34.875 million in one-time funding in fiscal year (FY) 2020 for states to subgrant to local domestic violence shelters. FVPSA grant awards to the States, the District of Columbia, and the Commonwealth of Puerto Rico are based on a population formula. State populations are determined on the basis of the most recent census data available to the Secretary of HHS, and the Secretary shall use for such purpose, if available, the annual current interim census data produced by the Secretary of Commerce pursuant to 13 U.S.C. § 181.

For the purpose of computing allotments, the statute provides that Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands will each receive grants of not less than one-eighth of one percent of the amount appropriated for formula grants to states (42 U.S.C. § 10405(a)(1)).

In the distribution of FVPSA grant funds, the state must ensure that not less than 70 percent of the funds distributed are used for the primary purpose of providing immediate shelter and supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents; not less than 25 percent of the funds will be used for the purpose of providing supportive services and prevention services (42 U.S.C. § 10408(b)(2)); and not more than 5 percent of the FVPSA grant funds may be used for state administrative costs (42 U.S.C. § 10406(b)(1)).

This supplemental award provides flexibility in how you use the funding to prevent, prepare for, and respond to the COVID-19 public health emergency as needs evolve within your community. Funding may support a wide range of in-scope activities including counseling, mobile advocacy, telehealth, peer support, shelter and temporary housing, rental assistance and nominal relocation expenses, supplies, and equipment and software to assist in carrying out remote services.

Tribes Supplemental Awards Formula

The CARES Act provides \$4.5 million in one-time funding in fiscal year (FY) 2020 for supplemental grants to Tribes receiving FVPSA funding. In computing tribal allocations, ACF will use the latest available population figures from the Census Bureau. Where Census Bureau data are unavailable, ACF will use figures from the Bureau of Indian Affairs (BIA) Indian Population and Labor Force Report, which is available at <https://www.bia.gov/WhatWeDo/Knowledge/Reports/index.htm>. If neither of these sources has a population figure for the tribe, the tribe shall submit a certified population number. The formula has two parts: the tribal population base allocation and a population category allocation. Base allocations are determined by a tribe's population and a fund allocation schedule.

Match

Congress appropriated these funds for FVPSA states, Tribes, coalitions, and subawardees without regard of matching requirements in 42 U.S.C. § 10406(c)(4); therefore, **no match is required for these funds.**

Supplemental Award Project Period

The project period for this supplemental funding is March 27, 2020 through September 30, 2021.

Required Supporting Documents

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

Program reporting forms for mandatory grant programs must be submitted electronically through the Online Data Collection System (OLDC) system at <http://www.GrantSolutions.gov>. Once you are on the homepage, locate “OLDC” on the top right side of the page, which will take you to the OLDC home page. Financial reporting forms must be submitted electronically to the Division of Payment Management through the Payment Management System (PMS). Paper copies will not be accepted.

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

1. CARES Act Supplemental Funds Verification Statement. Provide a brief statement that your agency or Tribe is in a position to:
 - 1) Use these funds to conduct human service activities related to COVID-19 for services and supports for victims of domestic violence and their dependents; and
 - 2) Accept a supplemental award and the terms and conditions for the allowable use of funds, which includes issuing subawards to local domestic violence programs in your state within 60 days of receiving your supplemental award.

2. **COVID-19 Activity Overview.** Provide a brief narrative (2-4 pages) describing how funds will be used to ensure the provision of direct supportive services and immediate shelter and temporary housing consistent with statutory purposes for victims of family, domestic and dating violence and their dependents in relation to COVID-19. Please review the FVPSA Program’s Allowable Use of Funds document for States, Tribes, and Coalitions, available at <https://www.acf.hhs.gov/fysb/grants..> Please respond using the following categories:
 - **Prevent**—please discuss the issues impacting your community/service area indicating the plan of action to assist survivors by providing supportive services and shelter options.
 - **Prepare**—please provide details on how your agency or Tribe is assessing needs of survivors and your plans to address their needs to reduce the exposure and risk of COVID-19 to victims of family, domestic and date violence and their dependents.
 - **Respond**—please discuss your agency’s or Tribe’s plan of action to respond to survivor issues including how the response may change and how you plan to adapt to any fluctuating needs and circumstances. Please detail your agency’s plan to subaward the CARES Act funding to local domestic violence programs in your state within 60 days of receiving your supplemental award from FVPSA.

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

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

The following are ineligible costs:

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

PLEASE NOTE: COVID-19 funds will be used to supplement and not supplant other federal, state and local public funds in accordance with 42 U.S.C § 10406(c)(6).

Funding Restrictions. The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and [Further Consolidated Appropriations Act, 2020 P.L. 116-94](#), (Division A, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$197,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/EX.pdf>.

4. **Supplemental Funding Reporting.** All FVPSA CARES Act supplemental grant recipients are required to submit performance progress reports and financial reports. By October 31, 2021 at 6:00 p.m. ET, all CARES Act Supplemental Funding Final Report must be uploaded to OLDC. This report will detail the implementation and allocation of the FVPSA CARES Act supplemental funding your agency or Tribe received.

Resources and Technical Assistance

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

COVID-19 Information

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

Grant Award Information and Forms

- FYSB FVPSA Program's Managing Your Federal Grant webpage, <https://www.acf.hhs.gov/fysb/grants#managing>
- Online Data Collection System (OLDC), <https://home.grantsolutions.gov/home/>
- SF-424-A <https://www.grants.gov/web/grants/forms/sf-424-family.html>
- <https://www.acf.hhs.gov/fysb/grants/fysb-grantees>
- Standing Announcement for Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services/Grants to States, HHS-2018-ACF-ACYF-FVPS-1346, https://ami.grantsolutions.gov/files/HHS-2018-ACF-ACYF-FVPS-1346_1.pdf.
- Standing Announcement for Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services/Grants to Native American Tribes (including Alaska Native Villages) and Tribal Organizations, HHS-2018-ACF-ACYF-FVPS-1349, https://ami.grantsolutions.gov/files/HHS-2018-ACF-ACYF-FVPS-1349_1.pdf.

Domestic Violence Technical Assistance

- Article: The Importance of Culture in Healing from Domestic Violence in Indigenous Communities, <https://www.acf.hhs.gov/fysb/news/importance-of-culture-in-healing-from-domestic-violence-in-indigenous-communities>
- [Safe Housing Partnerships](#)
- [National Health Resource Center on Domestic Violence](#)
- [Promising Futures Without Violence](#)
- [National Network to End Domestic Violence](#)
- [National Resource Center on Domestic Violence](#)
- [National Indigenous Women's Resource Center](#)
- [Alaska Native Women's Resource Center](#)

Questions and Points of Contact

The FVPSA Program understands that when responding to survivors your original plan for use of the COVID-19 supplemental funds may change due to unforeseen and changing circumstances. The FVPSA Program understands that when responding to survivors your original plan for use of the COVID-19 supplemental funds may change due to unforeseen and changing circumstances.

Budget changes can be made as long as they are in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards available at <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75> and are consistent with the terms and conditions of your award.

Should you have additional questions or concerns regarding the COVID-19 funding, please reach out to your FVPSA Federal Program Officer.

FVPSA FORMULA TEAM REGIONAL CONTACT INFORMATION	
<p>Rickeya Franklin – Formula Team Manager Rickeya.Franklin@acf.hhs.gov (National Domestic Violence Hotline)</p>	
<p>Lori Gardner – Program Specialist 202-205-7891 Lori.Gardner@acf.hhs.gov Regions 1 & 4 (Data & Evaluation)</p>	<p>Kimberly Feeney – Senior Program Specialist 202-358-3245 Kimberly.Feeney@acf.hhs.gov Regions 6, 7 & 8 (Disaster Liaison)</p>
<p>Brian Pinero – Program Specialist 202-401-5524 Brian.Pinero@acf.hhs.gov Regions 2, 3 & 5 (States & Coalitions), NNEDV Capacity Building</p>	<p>Shena Williams – Senior Program Specialist 202-205-5932 Shena.Williams@acf.hhs.gov Region 9 & 10 (AK, ID, OR, WA State & State Coalitions, AK Tribes) (NIWRC, AKNWRC)</p>
<p>Betty Johnson – Program Specialist 202-205-4866 Betty.Johnson@acf.hhs.gov Tribes in Region 2, 5, 9 and 10 (NJ, NY, PR, VI, IL, IN, MI, MN, OH, WI, ID, AR, CA, NV OR, WA)</p>	