



OVW

OVW FY 2006 S*T*O*P Violence Against Indian Women Discretionary Grants Program Solicitation

LETTER OF INTENT DEADLINE:
January 24, 2006

NEW GRANTS.GOV
REGISTRATION DEADLINE:
January 25, 2006

APPLICATION DEADLINE:
February 15, 2006

Please note: If your program was impacted by the recent hurricanes in a way that hinders your ability to submit your application for this grant program, you may be eligible for an extension of the application deadline. If you wish to apply for such an extension,

please contact the Office on Violence Against Women
at 202-307-6026.

U.S. Department of Justice
Office on Violence Against Women
800 K Street, NW, Suite 920
Washington, DC 20530

Alberto Gonzales
Attorney General
U.S. Department of Justice

Diane M. Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
<http://www.usdoj.gov/ovw>

STOP Violence Against Indian Women Discretionary Grant Program
www.ojp.usdoj.gov/fundopps.htm

Grants.gov Customer Support Hotline
1-800-518-4726

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives while also enabling communities to hold offenders accountable.

About the STOP Violence Against Indian Women Discretionary Grants Program

Research indicates that American Indians and Alaska Natives are at a significantly greater risk to become victims of violent crime than other Americans.¹ American Indian and Alaska Native women report significantly higher rates of intimate partner violence than women of other racial backgrounds.²

The goal of the STOP (Services, Training, Officers, and Prosecutors) Violence Against Indian Women Discretionary Grants Program (STOP VAIW Program) is to encourage tribal governments to develop and strengthen the tribal justice system's response to violence against Indian women, and to improve the services available to victims of domestic violence, sexual assault, and stalking in Indian country. OVW will award discretionary grants to support the efforts of tribal governments in achieving these goals.

Program Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out of the review process during an initial review.

To be eligible for an award, applicants must:

- be a Federally-recognized tribal government or consortium of tribal

¹Greenfield, Lawrence, and Steven Smith, *American Indians and Crime*, Bureau of Justice Statistics, February 1999, NCJ 173386, p.v.

²Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of Intimate Partner Violence, Findings from the National Violence Against Women Survey*, National Institute of Justice, July 2000, NCJ 181867, p. 25

governments³;

- propose project activities that fall within the scope of one or more of the statutory program purpose areas (see purpose areas listed on pages 6-7);
- collaborate with a non-profit, non- governmental victim services provider; and
- certify that they meet VAWA certification requirements (see pages 18-19).

Tribal Governments

Only tribal governments are eligible to apply for grants to address violence against Indian women through this program. The term “Indian tribe” means a tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or Village Corporation that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Tribal Consortia

Tribes that are receiving services provided by a tribal consortium are eligible to apply for funding through this program. Any organized community of Indians, or a consortium representing several Indian tribal governments, that requests funding must submit a tribal resolution from each constituent tribal government that would participate in the activities outlined in the application.

Non-profit Partner

All applicants must demonstrate their proposal was developed in consultation with a faith or community-based non-profit, non-governmental Indian victim services program, including sexual assault and domestic violence victim services providers in the tribal or local community, to the extent that they exist. This requirement can also be satisfied by demonstrating that a tribal governmental victim services agency will consult with a committee comprised of Native women from the tribal community who are survivors of domestic violence, sexual assault, or stalking in the development and implementation of the proposed project.

Types of Applicants

New Applicants include Indian tribal governments or consortia representing tribal governments that have never before received funds through this program. New grantees are eligible to receive a grant of up to \$150,000.

³Each tribe within a consortium must separately meet the statutory eligibility criteria outlined in this solicitation.

Previous Grantees include applicants that received a STOP Violence Against Indian Women Program grant award prior to FY 2004, but that do not currently have an active grant award. Previous grantees may receive an award of up to \$150,000.

Current Grantees include Indian tribal governments or consortia representing tribal governments that have received an award(s) through the STOP Violence Against Indian Women Program in prior fiscal years. Current grantees are eligible for continuation or supplemental funding to support on-going activities, or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to internal review by OVW staff. Those applications receiving the highest scores may be considered for funding.**

FY 2005 STOP Violence Against Indian Women Program grant award recipients are not eligible to apply for continuation or supplemental funding in FY 2006.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OVW assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. OVW grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OVW grant funds; rather, such religious activity must be separate in time or place from the OVW funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OVW are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Availability of Funds

The ability of OVW to make awards under the STOP Violence Against Indian Women Discretionary Grant Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

The award period for these grants is 24 months. The budget and budget narrative must reflect 24 months of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project, and should present a realistic budget that accurately reflects project costs. New Applicants and Previous Grantees may apply for grants awards of up to \$150,000. Requests for funding from Current Grantees for continuation funding must be reasonable and commensurate with the number of victims to be served. Due to limited funding, it is unlikely that OVW will make continuation awards in excess of \$350,000. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to awarding a grant.

Letter of Intent

All applicants who intend to apply for FY 2006 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see Appendix D), to OVW by **January 24, 2006**. You may send the letter by facsimile to OVW at (202) 354-4226. OVW will use these letters to forecast the total number of applications that will be received.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) February 15, 2006, and will be accepted through Grants.gov, an e-Government initiative that is included in the President's Management Agenda and through submission of a hard copy original. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years.** Applicants should register with Grants.gov **by January 25, 2006**. **First-time registering can take several weeks.**

You will be unable to submit your application if you do not first register.

In addition, applicants must send via overnight delivery a complete hard copy of the original application, postmarked **February 15, 2006 to: OVW c/o Aspen Systems Corporation.**

We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your application. Applicants should retain proof of timely submission.

Please refer to the "How to Apply" section on pages 23-25 of this solicitation for further instructions.

Program Scope

The scope of the STOP VAIW program is defined by the following statutory purpose areas. Proposed projects must implement activities consistent with the statutory

program purpose areas. Proposed projects must address at least one purpose area, but do not need to address multiple purpose areas in order to receive support.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the STOP VAW statutory purpose areas will be disqualified from funding consideration.

Tribal governments may use grant funds for the following statutory purposes:

- Training tribal law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against Indian women, including the crimes of domestic violence, sexual assault, and dating violence;
- Developing, training, or expanding units of tribal law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against Indian women, including the crimes of sexual assault and domestic violence;
- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against Indian women, including the crimes of sexual assault and domestic violence;
- Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violation of protection order, prosecutions, and convictions for violent crimes against Indian women, including the crimes of sexual assault and domestic violence;
- Developing, enlarging, or strengthening victim services programs, including; sexual assault, domestic violence, and dating violence programs, developing or improving the delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against Indian women, including crimes of sexual assault, domestic violence and dating violence;
- Developing, enlarging, or strengthening programs addressing stalking;
- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against Indian women, including the crimes of sexual assault and domestic violence;
- Training sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and

treatment of trauma related to sexual assault;

- Supporting formal and informal multi-disciplinary, cross jurisdictional efforts to coordinate the response of law enforcement agencies, prosecutors, courts, victim services agencies, and other agencies and departments, to violent crimes against Indian women, including the crimes of sexual assault, domestic violence, and dating violence;
- Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals; and
- Providing assistance to victims of domestic violence and sexual assault in immigration matters.

Coordinated Community Response

A coordinated community response can best be achieved when all of the partners on the project enter into a formal collaboration. Successful collaboration requires comprehensive planning and well-defined channels of communication at all levels and across disciplines. Active participation and collaboration among the tribal government, faith or community based non-profit, non-governmental victim services providers, as well as law enforcement authorities, prosecution, and the judiciary is critical in developing a comprehensive response to the needs of Indian victims of violence against women.

In prior fiscal years, applicants for STOP VAW Program funding were required to allocate grant funds among these groups using a prescribed formula. **Please note that applicants are not required to allocate grant funds as specified in 42 U.S.C. §3796gg-1(c)(3).** The development of a coordinated community response to violence against Indian women in the tribal communities that receive funding through this program, however, is still one of the basic tenets of the STOP VAW Program.

OVW understands that some tribal communities, for a variety of reasons, lack the criminal justice system infrastructure found in non-tribal communities. Applicants that do not operate **tribal** law enforcement agencies, prosecution offices, or court systems should make note of this in the project narrative portion of their applications. Such applicants should detail their efforts to create a coordinated community response to violence against Indian women among relevant tribal programs, such as tribal social services, housing, and health.

Even though applicants will no longer be required to adhere to the allocation formula that was used in prior fiscal years, applicants will still be required to demonstrate that, at

a minimum, the following groups, to the extent that they exist within the applicant's community, will actively participate in the development and implementation of the proposed project:

- Non-profit, non-governmental victim services agencies
- Tribal Law Enforcement
- Tribal Prosecution
- Tribal Courts

Representatives from each group should be given an opportunity to participate in the project and should act as partners in developing and operating the project. Funding allocated to support the activities of each project partner should be reasonable and consistent with the effort required to fulfill the partner's duties and responsibilities in the proposed project.

The project narrative, Memorandum of Understanding, and budget will be reviewed and scored based in part on the applicant's efforts to develop a coordinated community response. Applications that do not include details for developing a coordinated community response to violence against Indian women with participation from representatives of the four categories outlined above, or with representatives from relevant tribal programs as described above, may receive a reduced score.

Additionally, applications that show gross inequities in the level of funding allocated to support the activities of the project partners may also receive a reduced score. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and sexual assault victim services programs.

Collaboration

The Program requires tribal applicants to develop a coordinated partnership among the tribal, Federal, State, and local agencies and organizations responsible for handling domestic violence, sexual assault, and stalking cases, and non-profit, non-governmental victim services agencies in the community that will be served by the grant award.

This requirement may be satisfied in one of two ways:

1. A tribal government may submit a letter of support from a faith or community based non-profit, non-governmental victim services agency that provides services to Native women who are survivors of domestic violence, sexual assault, or stalking. The letter should detail the agency's role in developing the grant application; or

2. If there is not a qualified faith or community based non-profit, non-governmental victim services agency, then the tribal government's own victim services agency should work to develop an advisory committee of Native women from the community to be served who are survivors of domestic violence, sexual assault, or stalking. The members of the advisory committee should be consulted in the development and implementation of the proposed project and should submit a letter of support on behalf of the tribe's application for funding.

A letter of support from either the tribe's non-profit, non-governmental faith or community based victim services agency partner or an advisory committee comprised of Native women from the community to be served by the project should be included in the hard copy of the application that will be mailed to Aspen Systems Corporation.

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior; and
- Procedures that would force victims of domestic violence, sexual assault, or stalking to testify against their abusers or impose other sanctions on them.

Review Process

All applications will be subject to internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below during the initial review, the application will not receive further consideration.** Criteria for the initial review will include the following:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see pages 6-8);
- Whether all statutory eligibility criteria are met (see pages 3-4);
- Whether the certification requirements for the program are met (see pages 19-20);

- Whether the application proposes significant activities that may compromise victim safety (see page 10);
- Whether the proposed budget is within the established limits (see pages 16-18);

In addition, applications from Current Grantees will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See pages 12-13 for further details on criteria for this review.)

The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be considered for funding.

Application Content

Applicants must complete each of the following sections as part of their proposals. **It is the responsibility of the applicant to ensure the application is complete. OVW will remove the application from consideration, if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application.

Applications must use the following page format requirements:

- Double spaced (except for the Summary Data Sheet and Abstract, which should be single spaced)
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative

OVW will not review applications exceeding the page limits, or their equivalent.

The following will be submitted online through Grants.gov. (Please refer to Appendix E, the Step-by-Step Guide to Grants.gov.)

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into Grants.gov by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** The number should be nine digits. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is **16.587** (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

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

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov. **NOTE:** If the authorizing official is not the individual submitting the application via Grants.gov, be sure the correct authorizing official information has been entered.

The following will be submitted as attachments in Grants.gov. Please save your attachments with names that indicate the substance of the attachment. (e.g., save your program narrative as "Program Narrative.")

Summary Data Sheet

Please identify the following in this section of the application:

- The name of the tribal government or consortium of tribal governments applying for funding;
- The faith or community based nonprofit, nongovernmental victim services program collaborating on this project (if applicable);
- Whether or not this is a new or continuation application for funding;
- Whether or not this project is a tribal consortium project, and if it is, the tribes served by the consortium;

- The population and square mileage of the geographic area to be served; and
- The STOP Violence Against Indian Women Discretionary Grant Program statutory purpose area(s) addressed by this proposal.

Abstract/Proposal Summary: (No more than one page)

The abstract/proposal summary, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project. It should concisely describe the goals and objectives of the proposed project. Current grantees should not include summaries of past accomplishments in the abstract.

Status of the Current Project: (No more than five pages)

Applicants for continuation funding only. The application may receive a deduction in points based on not meeting the criteria listed below. This section should be provided on a separate page, as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the STOP Violence Against Indian Women Program including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products; and
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Additionally, applications will not be considered for funding if Current Grantees have not adhered to the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with STOP Violence Against Indian Women Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including submitting all reports in a timely manner;
- Whether the grantee has submitted all final reports necessary to close-out any expired OVW grant awards;

- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement; and
- Whether there is excess funding remaining in the current award.

Update on Efforts to Address Violence Against Indian Women: Previous Grantee applicants only. Applicants that received STOP funding prior to FY 2004, but that do not have a current, active STOP Violence Against Indian Women Program grant award, should use this section to provide the following information:

- Whether or not the services and resources that were provided to the community to be served have continued since the previous STOP Violence Against Indian Women Program award closed;
- If services and resources have been discontinued since the previous STOP Violence Against Indian Women Program award ended, provide specific details about what will be done to reintroduce the program to the community; and
- Specific details of other, non-STOP funded efforts to address violence against Indian women that have taken place since the applicant last received STOP funding.

Project Narrative: (65 Points Total) (No more than 20 pages total)

The narrative should include the following:

Purpose of the Application: 10 points

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Describe specific problems that the tribal government faces with respect to domestic violence, sexual assault, or stalking, including current arrest rates, if available; and
- Describe the relevant historical information relating to the tribe(s) that will be served by the proposed project.

What Will be Done: 40 points

In this section, applicants should include a detailed action plan that outlines the project goals and activities, provides a time line, and which identifies the agencies that will be leading the effort to develop and implement the project. Applicants should also address their plans to develop or institute a coordinated community response to violence against Indian women in which representatives from the following categories, to the extent that they exist in the applicant's community, enter into a collaborative partnership: faith or community based non-profit, non-governmental victim services agencies; tribal law enforcement authorities; tribal prosecution; and tribal courts. The plan for the coordinated community response should include information about the following categories:

- Victim Services
- Law Enforcement
- Prosecution
- Courts

Applicants should provide details about whether or not:

- The tribal community has established or will establish a standing coordinating council, to address issues of domestic violence, sexual assault, and stalking;
- Representatives from the four categories listed above are part of the coordinating council, or, if there are no tribal law enforcement, prosecutors, or courts in the community to be served by the project, whether or not representatives from relevant tribal programs such as social services, housing, or health, will be a part of the council;
- Coordinating council membership is comprised of high level decision-makers or line staff from participating agencies;
- Survivors of domestic violence, sexual assault, or stalking or advocates with significant training or work experience in providing services to Indian victims of domestic violence, sexual assault, or stalking are part of the council;
- The council has developed or will develop response protocols or policies that clearly delineate how the four categories listed above will work together to ensure victim safety and offender accountability;
- The council has engaged, or will engage in, an ongoing review of policies and protocols in order to assess their effectiveness; and
- Tribal applicants that do not have tribal law enforcement agencies, prosecutors, or court systems, should clearly state so, and should use this section to highlight the efforts that will be made to address the needs of victims if they seek assistance from relevant non-tribal criminal justice agencies and courts.

This section will be evaluated according to the following criteria:

- The extent to which the proposed project activities are consistent with one or more the statutory program Purpose Areas (see pages 6-8);
- The extent to which proposed activities address the need described;
- The extent to which project activities are clearly described and reflect sound

- strategies to increase victim safety, offender accountability, and tribal coordination;
- The extent to which the application identifies the roles of each partner, organization, and key staff member; and
 - The extent to which the proposal does not include activities that compromise victim safety.

Who Will Implement the Project: 10 points

This information should identify:

- The individuals and agencies collaborating on the project;
- The staffing needs, identification of the responsibilities of each proposed staff position, and the qualifications required of key staff managing the project. **Particular emphasis should be placed on highlighting the staff's training and experience in addressing domestic violence, sexual assault, and/or stalking;** and
- Whether the application is submitted on behalf of a tribal consortium, and if so, the roles and responsibilities of each member tribe, including which tribe will be fiscally and programmatically responsible for the grant. Resolutions demonstrating support for the project(s) from the member tribes must be submitted with the application as an attachment.

Sustainability Plan: 5 points

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the STOP Violence Against Indian Women Discretionary Grants Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide 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.

Office of Justice Programs (OJP) Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Budget Caps

New Applicants and Previous Grantees can apply for funding of no more than \$150,000. Current Grantees should not apply for more than \$350,000.

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

Match Requirements

A grant made under the STOP VAW Program may not cover more than 75% of the total costs of the project(s) funded. For example, if a tribe is requesting \$75,000 in Federal funds, the budget must reflect an additional \$25,000 in matching contributions, for a total budget of \$100,000. The budget and budget narrative must identify the source of the 25% non-Federal portion of the budget, and provide details about how the match funds will be used. (**See Appendix A for a sample Budget Details Worksheet and Budget Narrative**). Tribal governments may satisfy this match requirement with either cash or in-kind services.

The purpose of matching funds is to augment the amount of resources available to the project from the grant funds and foster the dedication of tribal resources to the purposes of the project. The costs of activities counted as match must be directly related to the project goals and objectives, and should be included as part of any evaluation or assessment. For example, if half of a prosecutor's time is supported with grant funds, then that prosecutor must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

Source of Match

The source of the 25% non-Federal portion of the budget is governed by the statutory program purpose areas and OJP's Financial Guide. The following provisions on match apply to this requirement:

- Match cannot be derived from other Federal funds, unless those funds are appropriated by the Congress for the activities of any agency of an Indian tribal government or of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands (42 USC §3796gg-1(g))
- Under the statute, the grantee of program funds is required to meet this match requirement. However, at its discretion, a grantee may require some or all of its subgrantees to meet the match requirement in whole or in part.
- Funds contributed from private sources or state and local governments may be a source of match.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$10,000, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Alaska Native governments must allocate \$15,000 for the purpose of participating in these events. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “*travel*” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- **All New Applicants must include \$1,000** in their travel budgets so that at least one person will be able to attend one of the Regional Financial Management Training

Seminars sponsored by the Office of Justice Programs (OJP), Office of the Comptroller. All continuation applicants are encouraged to include funds to attend one of the seminars as well. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Sample Budget Detail Worksheet is included in Appendix A of this solicitation. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

The following must be included in your hard copy. If you have electronic signed copies, they also may be included as attachments on grants.gov.

Memorandum of Understanding (MOU): 20 points

All applications must include a Memorandum of Understanding (MOU) created and signed by the chief executive officers of all project partners (tribal and non-tribal), including criminal justice agencies and victim services programs (or victims in the tribal community) that will collaborate to plan, develop, and implement the project.

The MOU should outline:

- The history of the collaborative relationship among the partners, including how the relationship began and when each partner entered the relationship;
- The roles and responsibilities of each participating agency in the development and implementation of the proposal, including what resources each will contribute to the project; and
- The names and titles of specific agency representatives who will work as a team to jointly plan, develop, and implement project activities.

A letter of support may not be submitted in lieu of the MOU.

The MOU should be a single document that includes signatures and dates from all partners.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to Appendix C for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

Certification of Compliance with Statutory Eligibility Requirements

Tribal governments must certify compliance with the statutory requirements of the VAWA, which require tribal governments or another governmental entity to incur all out-of-pocket costs of forensic medical examinations for sexual assault victims and certify that victims do not bear costs for criminal charges and protection orders.

Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

An Indian tribal government is in compliance with the forensic medical examination payment requirement if the tribal government or other governmental entity incurs the full out-of-pocket costs of forensic medical examinations for victims of sexual assault. Full out-of-pocket costs means any expense that may be charged to a victim in connection with a forensic medical examination for the purpose of gathering evidence of a sexual assault (e.g., the full cost of the examination, an insurance deductible, or a fee established by the facility conducting the examination). For individuals covered by insurance, full out-of-pocket costs means any costs that the insurer does not pay. A tribal government or other governmental entity shall be deemed to incur the full out-of-pocket cost if any governmental entity:

1. Provides such examinations to victims free of charge to the victim;
2. Arranges for victims to obtain such examinations free of charge to the victims; or
3. Reimburses victims for the cost of such examinations if:
 - the reimbursement covers the full costs of such examinations, without any deductible requirement or limit on the amount of reimbursement;
 - the reimbursing governmental entity permits victims to apply for reimbursement for not less than one year for the date of the examination;
 - the reimbursing governmental entity provides reimbursement no later than 90 days after written notification of the victims expense; and
 - the reimbursing governmental entity provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement.

Costs for Criminal Charges and Protection Orders

Additionally, a tribal government must certify that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic

violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the tribal jurisdiction. New applicants who are not in compliance with this provision must assure the Attorney General that their laws, policies, and practices will be brought into compliance with the terms of this provision prior to the end of the next tribal legislative session.

In order to demonstrate compliance with the requirements regarding the payment of forensic examination fees and the costs of filing criminal charges and protection orders, applicants must submit a letter certifying compliance with these conditions. **Please refer to Appendix B for a sample letter of certification.** An authorized official from the tribal government must sign and date the letter.

Letter of Support

Each application for STOP Violence Against Indian Women Program funding must include a letter of support from a faith or community based nonprofit nongovernmental victim services agency. If there is no such agency in the community to be served, then the application should include a letter of support from a committee of Native women who are survivors of domestic violence or sexual assault, and who will serve in an advisory capacity in the development and implementation of the project.

Resolutions

Tribal consortia applicants only. Applications submitted on behalf of a tribal consortium must include a resolution from each member tribe in support of the application.

Additional Program Requirements

Technical Assistance

OVW will offer grantees a range of technical assistance and training opportunities to help them implement successful projects. Accordingly, applicants must allocate \$10,000 for the purpose of attending training events sponsored by OVW. Alaska Native governments must allocate \$15,000 for the purpose of participating in these events. The mandatory travel costs must be broken down into air travel, lodging, and per diem.

New applicants must allocate \$1,000 for at least one person to attend an OJP Regional Financial Management Training seminar.

Performance Measurements

There are two statutory requirements that require OVW grantees to collect and maintain data that measure the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results

of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed STOP Violence Against Indian Women Program semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of persons served;
- The number of persons seeking services who could not be served;
- The number and percentage of arrests relative to the number of police responses to domestic violence incidents; and
- A statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, and relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability, and membership of the person served in any underserved population.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the STOP Violence Against Indian Women Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the STOP Violence Against Indian Women Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable Federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

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 this program has been selected for review of the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions

imposed by 31 U.S.C. § 1352. All applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

How To Apply

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile. Although most parts of the application need to be submitted through grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following work processing formats: Microsoft Word (.doc), PDF files (.pdf) or Text Documents (.txt). (Please refer to Appendix E the Step-by-Step Guide to Grants.gov.)

A complete application should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The Summary Data sheet, project abstract and project narrative, and, for Current Grantees, the Status of the Current Project, and for Previous Grantees, the Update on Efforts to Address Violence Against Indian Women ;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU;
- A current Indirect Cost Rate Agreement (if applicable);
- (For consortia applicants only) A resolution from each member tribe approving the application.;
- Letter of Certification of Compliance with Statutory Eligibility Requirements; and a
- Letter of support from a faith or community based nonprofit, nongovernmental victim services agency, or a letter from an advisory committee comprised of Indian women in the community to be served who are survivors of domestic violence or sexual assault.

The following documents must be submitted via Grants.gov:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;

- The Summary Data sheet, project abstract and project narrative, and for Current Grantees, the Status of the Current Project, and for Previous Grantees, the Update on Efforts to Address Violence Against Indian Women ; and
- The budget, budget summary, and budget narrative.

Note: The Catalog of Federal Domestic Assistance number for the STOP Violence Against Indian Women Discretionary Grant Program is 16.587.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at OVW's web page, <http://www.usdoj.gov/ovw>. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, **applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by February 15, 2006 to:**

**The Office on Violence Against Women
c/o Aspen Systems Corporation
OVW STOP Violence Against Indian Women Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

For overnight delivery services, please provide the following telephone number: 301-519-5535. We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your application. Applications should retain proof of timely submission. Private metered postmarks and non-dated mail receipts from the U.S. Postal Service are not acceptable.

A complete application must include the following:

- SF 424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The Summary Data sheet, project abstract, project narrative, and for Current Grantees, the Status of the Current Project, and for Previous Grantees, the Update on Efforts to Address Violence Against Indian Women ;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU ;
- A current Indirect Cost Rate Agreement (if applicable);
- Letter of Certification of Statutory Eligibility; and a

- Letter of support from a faith or community based nonprofit, nongovernmental victim advocacy organization, or a letter of support from an advisory committee comprised of Indian women in the community to be served who are survivors of domestic violence or sexual assault.

Applicants that fail to submit the required hard copy original will not be considered for funding.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **February 15, 2006**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc) must be included in the hard copy original. The hard copy original must be sent to OVW c/o Aspen Systems Corporation at the address provided above via overnight delivery not later than **February 15, 2006**. Applicants should retain proof of timely submission.

We recommend that you register through Grants.gov at least three weeks before the application due date, or no later than **January 25, 2006**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through Grants.gov prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026 and reference the STOP Violence Against Indian Women Program.

APPENDIX A SAMPLE BUDGET

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.

Please Note: The following budget is an example intended to assist you in preparing your application budget.

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.

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator	\$ 45,000/yr. x 100% x 2 years	\$ 90,000
Linda Smith, Investigator	\$ 23,500/yr. x 50% x 2 years	\$ 23,500
	\$ 23,500/yr. x 50% x 2 years	\$ 23,500 (Match)
Dave Thomas, Prosecutor	\$ 28/hr. x 2 hrs./month x 24 months	\$ 1,344 (Match)
Sarah Jones, Court Administrator	\$ 20/hr. x 2 hrs./month x 24 months	\$ 960 (Match)

Kristen Lee will coordinate the tribe's STOP VAIW project by organizing regular STOP coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

Linda Smith is an investigator with the tribal law enforcement agency. She will dedicate 100% of her time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands. The tribe is requesting 50% Federal funding for her position, and will provide the other half of her position as part of the required 25% match.

Dave Thomas is our Tribal Prosecutor and Sarah Jones is our Tribal Court Administrator. Along with Kristen Lee and Linda Smith, both are members of our Coordinated Community Response Council. The council meets once a month for two hours. The value of the time that Dave Thomas and Sarah Jones spend in meetings is offered by the Tribe as part of the required match for this award. Their salaries are paid from Tribal funds, and their hourly pay is based on their annual salaries- \$58,240 for Dave Thomas, and \$41,600 for Sarah Jones.

TOTAL \$ 139,304

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, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator		
Employer's FICA	\$90,000 x 7.65%	\$6,885
Health Insurance	\$90,000 x 6.12%	\$5,510
Workmen's Compensation	\$90,000 x 1%	\$ 900
Unemployment Compensation	\$90,000 x .5%	\$ 450
Linda Smith, Investigator		
Employer's FICA	\$23,500 x 7.65%	\$1,798
Health Insurance	\$23,500 x 6.12%	\$1,439
Workmen's Compensation	\$23,500 x 1%	\$ 235
Unemployment Compensation	\$23,500 x .5%	\$ 118
Linda Smith, Investigator		
Employer's FICA	\$23,500 x 7.65%	\$1,798 (Match)
Health Insurance	\$23,500 x 6.12%	\$ 1,439 (Match)
Workmen's Compensation	\$23,500 x 1%	\$ 235 (Match)
Unemployment Compensation	\$23,500 x .5%	\$ 118 (Match)
TOTAL		\$20,925
Total Personnel & Fringe Benefits		<u>\$160,229</u>

The tribe is requesting fringe benefits for Kristen Lee whose salary will be paid solely from STOP VAIW funds during the grant award period. The tribe is also requesting one year of fringe benefits for Linda Smith, whose salary will be paid for one year from STOP VAIW funds, with the tribe paying both the salary and fringe benefits for Ms. Smith in year two of the grant. The tribe will also pay the fringe benefits for Dave Thomas and Sarah Jones; however, those funds will not be used as match.

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 subsistence). 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.

Purpose of Travel	Location	Item	Computation	Cost
OVW Mandated				
Technical Assistance	TBD	Airfare	\$ 525 (avg.) x 5 people x 2 trips	\$ 5,250
		Lodging	\$ 75 (avg.) x 4 days x 5 people x 2 trips	\$ 3,000
		Per diem	\$ 35 (avg.) x 4 days x 5 people x 2 trips	\$ 1,750

The \$10,000 in OVW mandated technical assistance and training funds has been allocated in accordance with program guidelines. The sites of the training sessions is unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL \$10,000

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 either 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.

Item	Computation	Cost
(2) Video Cameras	\$ 516.50 each x 2	\$1,033 (Match)

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, sexual assault, and stalking.

TOTAL \$1,033 (Match)

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office supplies (paper, typewriter ribbon, pens, etc.)	\$ 100/month x 24 months	\$ 2,400 (Match)
Postage	\$ 20/month x 24 months	\$ 480 (Match)
25 Victim Assistance Kits	\$ 25/kit x 50 kits	\$ 1,250 (Match)

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 STOP VAIW programs. We estimate that at least 50 kits will be needed.

TOTAL \$4,130(Match)

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.

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

G. Consultants/Contracts - 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 \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Joann Cox	Sexual Assault Training	\$ 450/day x 3 days	\$1,350 (Match)

Joann Cox 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.

Subtotal \$1,350

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

Item	Location	Computation	Cost
Airfare	Tribe's Reservation	\$ 505	\$ 505 (Match)
Lodging	Local Hotel	\$ 50/night x 2 nights	\$ 100 (Match)
Per diem	Local Area	\$ 32/day x 3 days	\$ 96 (Match)

The tribe is offering to pay Joann Cox's travel expenses, including airfare, lodging, and per diem as part of the required match for this award.

Subtotal \$701

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 \$100,000.

Item	Computation	Cost
Cell Phone Service	\$ 42/month x 24 months	\$ 1,008 (Match)

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.

Subtotal \$1,008

TOTAL \$3,059 (Match)

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.

Description	Computation	Cost
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625 (Match)
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875 (Match)
Crisis Hotline	\$ 75/month x 24 months	\$ 1,800 (Match)
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500 (Match)

The Sexual Assault Training manuals will be developed and produced in conjunction with the on-site training that will be provided by Joann Cox.

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, 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.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. The Tribe will cover the cost of re-producing 1,000 copies of each brochure, and is offering the cost of re-production as part of the required match for this award. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 24 month grant period.

TOTAL \$4,800 (Match)

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
9.14% of Direct Costs	(\$183,251 x 9.14%) =	\$ 9,165 (Federal Share Requested)
		+ \$ 7,584 (Match)
		<u>\$16,749</u>

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2005. (A copy of the fully executed, negotiated agreement is attached).

TOTAL \$16,749

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.

Budget Category	Federal Request	Non-Federal Match	Total
A. Personnel	\$ 113,500	\$ 25,804	\$ 139,304
B. Fringe Benefits	\$ 17,335	\$ 3,590	\$ 20,925
C. Travel	\$ 10,000	\$ 0	\$ 10,000
D. Equipment	\$ 0	\$ 1,033	\$ 1,033
E. Supplies	\$ 0	\$ 4,130	\$ 4,130
F. Construction	\$ 0	\$ 0	\$ 0
G. Consultants/Contracts	\$ 0	\$ 3,059	\$ 3,059
H. Other	\$ 0	\$ 4,800	\$ 4,800
Total Direct Costs	\$ 140,835	\$ 42,416	\$ 183,251
I. Indirect Costs	\$ 9,165	\$ 7,584	\$ 16,749
TOTAL PROJECT COSTS			\$ 200,000
Federal Request	\$ 150,000		
Non-Federal (Match) Amount	\$ 50,000		

Match Calculation Worksheet

Grant awards made under the STOP Violence Against Indian Women Discretionary Grants Program may not cover more than 75% of the total costs of the project. The following example which uses the figures from the Sample Budget Worksheet, is offered to illustrate the proper method of calculating the required 25% match:

Step 1: $\frac{\text{Federal Amount Requested}}{75\%} = \text{Adjusted Total Project Costs}$

$$\frac{\$150,000}{.75} = \$200,000$$

Step 2: Adjusted Total Project Costs x 25% = Required Match

$$\$200,000 \times .25 = \$50,000$$

APPENDIX B
SAMPLE CERTIFICATION OF COMPLIANCE
WITH STATUTORY ELIGIBILITY REQUIREMENTS LETTER

PLEASE NOTE: Applicants should take care to ensure that the language in the letter submitted to OVW accurately reflects what is outlined in the solicitation and highlighted in the following sample letter. An incorrectly placed or missing “and” or “or,” or any other misstatements or missing language will render the letter insufficient to meet the statutory requirements, and will, therefore, make the application ineligible for funding.

SAMPLE

[Applicant Letterhead]

[Date]

Diane M. Stuart, Director
Office on Violence Against Women
U.S. Department of Justice
800 K Street, NW
Washington, DC 20530

Dear Ms. Stuart:

As the Authorized Representative of **[enter name of tribe, or tribal consortium]**, I submit this letter to certify to the following:

1. The funds received through this program will be used only for the statutory purposes described in 42 U.S.C. §3796gg(b);
2. **[Enter name of tribe, or tribal consortium]** will incur the full out-of-pocket cost of forensic medical examinations for victims of sexual assault. This means that **[Enter name of tribe, or tribal consortium]** will provide such exams to victims free of charge to the victims, will arrange for victims to receive such exams free of charge to the victims, or will reimburse the victims for the cost of such exams;
3. In addition, **[enter name of tribe or tribal consortium]** certifies that if it reimburses victims for the cost of such exams it: (a) will reimburse victims for the full cost of such examinations, without any deductible requirement or limit on the amount of reimbursement; (b) permits victims to apply for reimbursement for not less than one year from the date of the exam; (c) provides reimbursement not later than ninety (90) days after written notification of the victim's expense; and (d) provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement;
4. **[Enter name of tribe or tribal consortium]** will develop plans for implementation and will consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs; and
5. The laws, policies, and practices of **[enter name of tribe or tribal consortium]** do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

Sincerely,

[Name and Title of Authorized Representative]

APPENDIX C
SAMPLE LETTER OF NONSUPPLANTING

SAMPLE

[Applicant Letterhead]

[Date]

Diane M. Stuart, Director
Office on Violence Against Women
U.S. Department of Justice
800 K Street, NW
Washington, DC 20530

Dear Ms. Stuart:

[Name of Tribe or Tribal Consortium] certifies that any funds awarded through the STOP Violence Against Indian Women Discretionary Grants Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of combating crimes of violence against Indian women. The **[name of Tribe or Tribal Consortium]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and or criminal penalties.

Sincerely,

[Name and Title of Authorized Representative]

APPENDIX D
SAMPLE LETTER OF INTENT

[Applicant Letterhead]

[Date]

Diane M. Stuart, Director
Office on Violence Against Women
800 K Street, NW
Washington, DC 20530

Dear Ms. Stuart:

This letter serves to notify the Office on Violence Against Women that [*Name of Tribe or Consortium*] intends to submit an application for funding to the STOP Violence Against Indian Women Discretionary Grants Program for Fiscal Year 2006.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX E

Step-By-Step Guide to Grants.gov

Please Note: It is the applicants' responsibility to notify the Office on Violence Against Women by telephone if the applicant is unable to submit the application online by 5:30 p.m. (EST) February 15, 2006.

How to Apply for STOP Violence Against Indian Women Program Funding

OJP is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OJP is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1-800-518-4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.587 entitled "Violence Against Indian Women Discretionary Grants for Indian Tribal Governments."

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password**. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

DUNS Number:

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

Central Contractor Registry (CCR):

Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-888-227-2423.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

Authorized Organization Representative and Individuals:

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to www.grants.gov and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).
- Individuals may click the “registration checklist” for help in walking through the registration process.

Credential Provider:

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1–800–386–6820.
- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

Grants.gov:

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the [e-Business POC](#) for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Note: Individuals do not need to continue to the “Organizational Approval” step below.

Organization Approval:

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization's e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.
- Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the "Apply for Grants" tab at the top of the screen.
- Under "Apply Step 1: Download a Grant Application Package and Applications Instructions," click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).
- You will be prompted to save the application. Click the "Save" button and the "Save As" window opens. Select the location where you would like to save PureEdge Viewer and click the "Save" button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click "RUN." Click "Yes" to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the "Welcome" page.
- Click "Next" to continue.
- Read the license agreement and click "Yes" to accept the agreement and continue the installation process. This takes you to the "Customer Information" screen.

- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter either the CFDA number for this announcement, 16.587 or this solicitation’s Funding Opportunity Number, OVW-2006-1203. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete

these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.

- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the: (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at www.ojp.usdoj.gov/forms.htm. Other Mandatory forms are the (1) Project Narrative Attachment Form; (2) Budget Narrative Attachment Form; and (3) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow

field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.

- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

Note: the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.

- When finished, click the “Close” button.

Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
 1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
 2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
 3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
 4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

