



OVW

OVW FY 2006 Domestic Violence Transitional Housing Assistance Program --- Solicitation

LETTER OF INTENT DEADLINE:
January 26, 2006

GRANTS.GOV REGISTRATION
DEADLINE:
February 9, 2006

APPLICATION DEADLINE:
February 16, 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
www.usdoj.gov/ovw

Domestic Violence Transitional Housing Assistance 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 Domestic Violence Transitional Housing Assistance Program

Far too many women who are victims of domestic violence face a choice between homelessness and life with an abusive partner.¹ These choices emerge as they face decisions about whether to stay or leave an abusive partner, as they face leaving an emergency shelter program with no where to go, and as they search for affordable housing for themselves and their children. Domestic violence advocates report that sometimes battered women return to an abusive partner when a viable option for permanent housing cannot be found.² Safety planning for battered women and their children must address their basic survival needs, which include economic self-sufficiency and safe, affordable and non-temporary housing.

¹ Fifty-six percent of the cities surveyed in 2000 by the U.S. Conference of Mayors cited domestic violence as a primary cause of homelessness. U.S. Conference of Mayors (December 2000). A Status Report on Hunger and Homelessness in America's Cities: A 25-City Survey.

² Correia, A. (March 1999). Housing and battered women: A case study of domestic violence programs in Iowa. Harrisburg, PA: National Resource Center on Domestic Violence.

It is critical that successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of battered women and their children and that allows victims to choose the course of action that is best for them. Transitional housing is designed to bridge the gap between crises shelter and permanent housing. Domestic violence transitional housing programs may offer counseling, support groups, safety planning, and advocacy services as well as various forms of practical services that may include licensed child care, employment services and training, transportation vouchers, telephones with local service and 911 service, and referrals to other agencies. Trained staff and case managers may also be available to work with clients to help them determine and reach their goals.

Program Eligibility

Note: 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 process.

Under the Prosecutorial Remedies and Other Tools to end the Exploitation of Children Today Act of 2003 (PROTECT Act 42 U.S.C. §13975) the Attorney General is authorized to award grants to **States, units of local government, Indian tribes and other organizations.**

States

For the purpose of this program, a *state* is defined to include any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

Units of Local Government

For the purposes of this program, a *unit of local government* is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state.

Non-eligible entities include but are not limited to:

- Police Departments
- Pre-Trial Services Agencies
- District or City Attorney's Offices
- Sheriff Departments
- Probation and Parole Departments
- Bail Bond Services
- Courts

The above entities are not units of local government for the purposes of this grant. These agencies or organizations may assume responsibility for the development and

implementation of the project, but they must apply through a State, Indian tribal government, or a unit of local government.

Indian Tribes

For the purposes of this program, *Indian tribe* is defined as any tribe, band, nation, or other organized group or community, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. 1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Other

For the purpose of this program, other “organizations” include nongovernmental private entities, including faith-based and community-based organizations. Based on past experience, applications from universities have not proposed activities that focus on the statutory purpose and scope of this program. Therefore, universities are discouraged from applying unless they are proposing activities clearly focused on the purpose and scope of this program.

Note: 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 process.

Types of Applicants

In FY 2006, OVW will accept applications for new applicants. Current grantees who received funding in FY 2005 are not eligible to apply.

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 Domestic Violence Transitional Housing Assistance Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

The award period for these grants will be 36 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. OVW encourages applicants to submit budgets within the range of \$175,000 to \$350,000. For the first two years only, personnel positions may be funded at 100% and the third year personnel positions may be funded at 50%. Application budgets should include personnel positions that are vital to the success of the program (e.g. advocates or case managers). In addition, OVW may negotiate the scope of work with applicants and adjust budgets accordingly prior to granting an award. Additionally, OVW may remove from further consideration applications which exceed the solicitation's budget cap of \$350,000. All applications will be subject to an internal review process.

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 B), to OVW by **January 26, 2006**. You may send the letter by facsimile to OVW at 202-305-2589. OVW will use these letters to forecast the number of internal review panels needed to review competitive applications.

Application Due Date-*Read carefully: new information*

Please note that final applications are due **by 5:30 pm (EST) February 16, 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 February 9, 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 original application, postmarked by February 16, 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 Appendix D of this solicitation for further instructions.

Program Scope

Programs should include holistic, victim-centered transitional housing services that move individuals to permanent housing. Grants made under this program shall support programs which provide assistance to individuals who are in need of transitional housing or housing assistance as a result of fleeing a situation of domestic violence, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient. The grants may be used for programs that provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses, and support services designed to enable individuals, who are fleeing a situation of domestic violence to locate and secure permanent housing, as well as integrate into a community. OVW is interested in programs that provide a broad range of individualized services such as transportation, counseling, child care services, case management, employment counseling, and other assistance. 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 substantially outside the scope of the Domestic Violence Transitional Housing Assistance Program will be disqualified from further funding consideration.**

Domestic Violence Transitional Housing Assistance Program Guidelines as it relates to:

Limited Use of Funds for Legal Advocacy

Grant funds for legal services will be limited to those legal services that are necessary to assist a victim of domestic violence locate and secure permanent housing, and to integrate into a community, such as legal services regarding housing, protection orders, and limited immigration matters. Funds under this grant program may not be used for comprehensive, long-term legal assistance.

Services to Victims

Grant funds may be used to provide services only to victims of domestic violence and their children. Services may only be provided to victims: (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of domestic violence; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Elder Abuse

Elder abuse is defined as **intimate partner abuse** committed against an individual 60 or older. All application addressing elder neglect or elder care giver abuse **will be considered out of scope**.

Sanctions Against Victims

Victims should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. All applications addressing sanctions against victims or specifying required services **will be considered out of scope**.

Prevention Activities

All applications addressing prevention activities (i.e., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns) **will be considered out of scope**.

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:

- Failing to conduct safety planning with clients.
- Promoting procedures and policies that fail to protect the confidentiality of victims.
- Promoting facility procedures and policies that fail to account for physical safety issues.
- Sponsoring alternative dispute resolution or joint counseling as a response to domestic violence.
- Promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, or file formal complaint).

Areas of Special Interest to OVW

In Fiscal Year 2006, OVW is particularly interested in projects that:

- Create innovative partnerships between domestic violence victim service providers and faith and/or community-based organizations that improve the overall value and effectiveness of transitional housing by bringing together organizations with expertise in the dynamics of domestic violence and organizations able to provide a broad spectrum of support services, such as mentoring, job training, childcare, and literacy education.
- Develop innovative programs to provide services to older individuals (defined as victims of intimate partner domestic violence for individuals that are 60 or older) by addressing the unique barriers to receiving assistance.
- Address the complex needs of individuals with disabilities by providing transitional housing assistance that will enhance the accessibility of services, resources, communication, and outreach to individuals with disabilities.
- Provide transitional housing in rural jurisdictions while addressing the lack of available resources in rural jurisdictions, social and cultural challenges, and geographic isolation.
- Develop innovative approaches to improve transitional housing program accessibility and culturally sensitive services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

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 for the internal review, the application will not receive further consideration. If applications are deemed to be partially beyond the scope of the program, only those sections of the application that are within scope will be reviewed.**

Criteria for the internal review follow:

- Whether the application is complete (applicants will not be contacted for missing or incomplete application components);
- Whether the proposed activities are within the scope of the program (see page 6-7);
- Whether all statutory eligibility criteria are met;
- Whether the application proposes significant activities that may compromise victim safety (see page 8-9);
- Whether the proposed budget is within the established limits (see page 6);

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 substantially outside the scope of the Domestic Violence Transitional Housing Assistance Program will be disqualified from further funding consideration.**

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. Application reviewers will not receive materials submitted beyond those required by this solicitation.

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

Application reviewers will not review application pages that exceed the page limits for each section of the application.

The following will be submitted online through Grants.gov. (Please refer Appendix D, 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 16.736 (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: (one page)

Please identify the following:

- The agency and type of agency or organization (i.e. local government, state government, tribal government, non-profit) applying for funding;
- All organizations collaborating on the project, including faith-and/or community-based nonprofit organization;
- Whether this project is a local, tribal, or multi-jurisdiction project;
- The communities or regional area(s) where this project will be implemented;
- A list of other Federal grant funding that will complement the project.

Abstract/Proposal Summary: (one page)

Abstracts will be reviewed according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the proposed project.

Project Narrative: (not more than 20 pages total)

The narrative should include the following (totaling 65 points):

Purpose of 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; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

The applicant should briefly describe the scope of the project, including the estimated number of individuals who will receive services and any distinguishing characteristics (e.g., victims with disabilities, immigrant populations, or older individuals that are victims of domestic violence). The applicant should clearly state why existing programs and services do not meet the transitional housing needs of victims of domestic violence.

What Will be Done: 40 points

This section should detail project goals and objectives, describing specific tasks and activities necessary for accomplishing each, and including a timeline for all project activities including the planning phase if applicable.

The narrative should describe the applicant's method for determining client eligibility (e.g., screening tools), services offered, facility rules and regulations, facility safety planning, and a fee schedule (if applicable). All projects must provide housing services for an anticipated minimum length of stay of 6 months and a maximum length of stay of 18 months. Victims may request a waiver for not more than an additional 6 month period if the victim has made a good faith effort to acquire permanent housing and has been unable to acquire permanent

housing. Additionally, the application should include a plan to provide support services for a minimum of 3 months after a victim has secured permanent housing.

Who Will Implement the Project: 10 points

Applicants must identify the States, units of local government, Indian tribal governments, and other organizations responsible for implementing the proposed project. This section should identify **all** project partners (as reflected in the Memorandum of Understanding (MOU) specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. The narrative should include program activities during the planning stage of the project (e.g., advisory groups, planning committees, or joint staffing of the project), and a description of the ways the partnership would function throughout the implementation of the project. A description of the expertise or experience of key staff should also be included.

In addition, all applicants **are required** to collaborate with nonprofit, nongovernmental organizations serving victims of domestic violence. This may include faith-based or community-based organizations. Non-profit, non-governmental domestic violence victim service organizations must be involved in the **development and implementation** of the project. **All applicants that are nonprofit, nongovernmental organizations serving victims of domestic violence must collaborate with at least one project partner (i.e. job training organization, housing authority, legal services agency, etc.).**

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

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 Domestic Violence Transitional Housing Assistance 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 victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

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

Funding to support the Domestic Violence Transitional Housing Assistance Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to the availability of a Congressional appropriation. Since funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved, for a 36-month budget. Applicants should use the anticipated project start date of September 1, 2006.

OVW encourages applicants to submit budgets within the range of \$175,000 to \$350,000. For the first two years only, personnel positions may be funded at 100% and the third year personnel positions may be funded at 50%. Application budgets should include personnel positions that are vital to the success of the program (e.g. advocates or case managers).

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.

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.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- 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. Applicants are **not** required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. **All training will be coordinated by OVW’s technical assistance provider for the Domestic Violence Transitional Housing Assistance Program. Applicants will be required to attend at least 3 OVW sponsored training events during the project period. Applicants should include travel and training in their budget for non-OVW related events only.**
- Applicants should use the anticipated project start date of September 1, 2006.
- Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs (OJP), Office of the Comptroller. 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 MOU as a separate attachment to the application. The MOU should be a single document that includes signatures and dates from all partners. All applicants **are required** to collaborate with nonprofit, nongovernmental organizations serving victims of domestic violence. This may include faith-based or community-based organizations. Non-profit, non-governmental domestic violence victim service organizations must be involved in the **development and implementation** of the project. **All applicants that are nonprofit, nongovernmental organizations serving victims of domestic violence must collaborate with at least one project partner (i.e. job training organization, housing authority, legal services agency, etc.).**

Each applicant must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of:

- Relevant local government agencies participating in project development or implementation, (e.g., social services, the courts, or housing authority);
- Nonprofit, nongovernmental domestic violence programs, or community-based organizations that represent the views and concerns of domestic violence victims; and
- Other community agencies or organizations that will collaborate to implement the project.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;

- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which will involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to section titled, "Performance Measurement".

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

Letters of support **may not** be submitted in lieu of the MOU.

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.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that **have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire.** The form can be found at <http://www.ojp.usdoj.gov/oc>. **You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.**

Indirect Cost Rate Agreement [Leave out for STOP]

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>.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW and the designated technical assistance providers. Grant recipients will be asked to identify grant-supported personnel and project partner representatives to participate in technical assistance events. **All training will be coordinated by OVW's technical assistance provider for the Domestic Violence Transitional Housing Assistance Program. Applicants will be required to attend at least 3 OVW sponsored training events**

over the 36 month grant period. Applicants should include travel and training in their budget for non-OVW related events only.

Performance Measurement

There are three 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. Third, the PROTECT Act requires that any recipient of a grant must annually prepare and submit a report to the Attorney General describing the number of minors, adults, and dependents assisted under the grant; the type of housing assistance and support services provided under the grant; the amount of housing assistance provided to each minor, adult or dependent assisted under the grant and the reason for that assistance; the number of months each minor, adult, or dependent received assistance under the grant; the number of minors, adults and dependents who were eligible to receive assistance and were not provided with assistance under this section solely due to a lack of available housing; and the type of support services provided to each minor, adult, or dependent assisted through the grant. To address these statutory requirements, OVW has developed a Domestic Violence Transitional Housing Assistance semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes: the number of minors, adults, and dependents assisted under the grant; the type of housing assistance and support services provided under the grant; the amount of housing assistance provided to each minor, adult or dependent assisted under the grant and the reason for that assistance; the number of months each minor, adult, or dependent received assistance under the grant; the number of minors, adults and dependents who were eligible to receive assistance and were not provided with assistance under this section solely due to a lack of available housing; and the type of support services provided to each minor, adult, or dependent assisted through the grant.

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 Domestic Violence Transitional Housing Assistance Program;

- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Domestic Violence Transitional Housing Assistance 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 D, 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 project abstract, and project narrative;
- The budget, budget summary, and budget narrative.
- Letter of non-supplanting

- An MOU;
- A current Indirect Cost Rate Agreement (if applicable); and
- Financial Capability Questionnaire (if applicable)

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 project abstract, and project narrative; and
- The budget, budget summary, and budget narrative.

Note: The Catalog of Federal Domestic Assistance number for the Domestic Violence Transitional Housing Assistance Program is 16.736.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. 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 peer review process, **applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by February 16, 2005 to:**

**The Office on Violence Against Women
c/o Aspen Systems Corporation
OVW Domestic Violence Transitional Housing Assistance 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 forms of proof.

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 project abstract, project narrative, and for continuation applicants, the status of the project;

- The budget, budget summary, and budget narrative.
- Letter of non-supplanting
- An MOU
- A current Indirect Cost Rate Agreement (if applicable)
- Financial Capability Questionnaire (if applicable)

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

Application Due Date

All applications must be electronically received by the close of business (5:30 p.m. EST) on **February 16, 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 16, 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 **February 9, 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 Domestic Violence Transitional Housing Assistance Program.

Appendix A

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

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.

(Example assumes a 36 month budget period.)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project.

Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Year 1		
Project Director	(\$50,000 x 5% x 1 year)	\$ 2,500
1 advocate	(\$20,000 x 100% x 1 year)	\$20,000
1 case manager (new hire)	(\$25,000 x 100% x 6 months)	\$12,500
Year 2		
1 Advocate	(\$20,000 x 100% x 1 year)	\$20,000
1 Case Manager	(\$25,000 x 100% x 1 year)	\$25,000

Year 3		
1 Advocate	(\$20,000 x 50% x 1 year)	\$10,000
1 Case Manager	(\$25,000 x 50% x 1 year)	\$12,500

The project director will oversee project activities during the first year of the award. The advocate and case manager will be assigned exclusively to the transitional housing facility.

TOTAL \$102,500

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Director, 1 Advocate & 1 Case Manager.		
Employer's FICA	\$102,500 x 7.65%	\$ 7,841
Retirement	\$102,500 x 6%	\$ 6,150
Health Insurance	\$102,500 x 12%	\$ 12,300
Workman's Compensation	\$102,500 x 1%	\$ 1,025
Unemployment Compensation	\$102,500 x 1%	\$ 1,025
	TOTAL	<u>\$ 28,341</u>

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.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

All training will be coordinated by OVW's comprehensive technical assistance provider for the Transitional Housing Assistance Grants Program. Applicants will be required to attend at least 3 OVW sponsored training events over the 36 month grant period. Applicants should include travel and training in their budget for non-OVW related events only.

TOTAL \$0

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 Desk Top Computers	(\$2,000 x 2)	\$4,000

The computers will be used by the Advocate and Case Manager.

TOTAL \$ 4,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and 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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 36 mo)	\$ 1,800
Postage	(\$20/mo x 36 mo)	\$ 720
Training Materials	(\$2/set x 500 sets)	\$ 1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the advocate to train partners that work with domestic violence victims.

TOTAL \$ 3,520

F. Construction - As a rule, construction costs are not allowable. Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		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.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
			Subtotal \$ <u> 0</u>

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.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
			Subtotal \$ <u> 0</u>

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.

<u>Item</u>	<u>Cost</u>
Licensed psychologist, specializing in domestic violence and child abuse cases, will provide case consultation to center staff on a bi-weekly basis.	
\$50 per hour x 3hrs per week x 104 weeks	15,600
A local child care provider will provide child care at a reduced rate. \$3.00 per hour x 1745 hours	5,235
	Subtotal \$ <u>20,835</u>
	TOTAL \$ <u>20,835</u>

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Transportation	(\$5.50 (average fare) x 48 fares per month)	\$9,504

Monthly client transportation cost for job training program. This cost can vary depending on the number of clients and type of transportation (bus, taxi, etc).

Telephone	(\$100/mo. x 36)	\$3,600
Printing/Reproduction	(\$ 75/mo. x 36)	\$2,700

Monthly telephone and printing costs for case manager and advocate.

TOTAL \$ 15,804

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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
		TOTAL <u> 0</u>

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 requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>102,500</u>
B. Fringe Benefits	\$ <u>28,341</u>
C. Travel	\$ <u>0</u> _____
D. Equipment	\$ <u>4,000</u>
E. Supplies	\$ <u>3,520</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>20,835</u>
H. Other	\$ <u>15,804</u>
Total Direct Costs	\$ <u>175,000</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>175,000</u>
Federal Request	\$ <u>175,000</u>
Non-Federal Amount	\$ <u>NA</u>

Appendix B

Letter of Intent

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

To Whom It May Concern:

I intend to apply for funds under the FY 2006 Domestic Violence Transitional Housing Assistance Program.

Name:

Date:

Position:

Organization Name:

Type of Organization (e.g. shelter, local unit of government, tribe):

Address:

City/State/Zip:

Phone:

FAX:

E-mail:

Note: Please see Program Eligibility, page 4-5, for further information. If your organization/agency does not meet this requirement, you are ineligible to apply for Domestic Violence Transitional Housing Assistance Program.

**Please FAX to:
Office on Violence Against Women
ATTN: The Domestic Violence Transitional Housing Assistance Program
Fax# 202/305-2589**

Please submit by January 26, 2006

Appendix C

Sample Certification of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

Diane Stuart
Director
Office on Violence Against Women
800 K Street, N.W. Suite 920
Washington, DC 20530

Dear Ms. Stuart:

[Applicant] certifies that any funds awarded through the Domestic Violence Transitional Housing Assistance Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing assistance to victims of domestic violence. The [name of applicant] 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,

[Applicant's Authorizing Official]

Appendix D

How to Apply

OVW 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, OVW 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 16.736 [CFDA#], titled "[CFDA Title]."

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 16.736, or this solicitation’s Funding Opportunity Number #1228. 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 [Here, insert the list of forms in your Grants.gov template as listed in the layout below] (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.