



OVW Fiscal Year 2012 Domestic Violence Homicide Prevention Demonstration Initiative

Technical Assistance Program

Eligibility

Applicants are limited to nonprofit national, tribal or statewide organizations and institutions of higher education.
(See "Eligibility," page 6)

Deadline

All applications are due by 11:59 p.m. E.T. on October 16, 2012.
(See "Deadline: Application," page 5)

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by **September 25, 2012**.

Contact Information

For assistance with the requirements of this solicitation, contact OVW Program Specialist Anne Hamilton at (202) 307-6026 or via email at ovw.dvhr@usdoj.gov.

In Fiscal Year 2012, OVW applications will be submitted through Grants.gov. For technical assistance with Grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement (OVW-2012-3382)

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OVW Technical Assistance for the Domestic Violence Homicide Reduction Initiative Program (CFDA 16.526)

Overview

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

This solicitation contains information on how to apply for Technical Assistance to the Domestic Violence Homicide Prevention Demonstration Initiative. For general information on applying for OVW grant programs, please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Technical Assistance Program

Since 1995, OVW's Technical Assistance Program has provided OVW grantees with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing sexual assault, domestic violence, dating violence, and stalking. OVW's technical assistance projects have offered educational opportunities, conferences, peer-to-peer consultations, site visits, and tailored assistance that has allowed OVW grantees and potential grantees to learn from experts and one another about how to effectively respond to crimes of violence against women.

In shaping its technical assistance program, OVW has actively solicited input from its grantees to ensure that efforts are responsive to the needs and concerns of local communities. As part of its commitment to continuous improvement, OVW seeks feedback on a regular basis from its grant recipients so that the technical assistance can be enhanced and refined as necessary to meet these needs.

The primary purpose of the OVW TA Program is to provide direct technical assistance to grantees and subgrantees to enhance and support their efforts to successfully implement local projects supported by OVW grant funds. In addition, OVW is focused on building the capacity of criminal justice and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence, and stalking and fostering partnerships among organizations that have not traditionally worked together to address violence against women.

Overview of Domestic Violence Homicide Reduction Initiative

Despite improvements in shelters, protective orders, domestic violence hotlines and other interventions since the passage of the Violence Against Women Act, intimate partner homicides still account for 14% of all homicides in the US, and most of these are women killed by abusive partners. Researchers estimate that for every victim of domestic violence who has been killed, nine are nearly killed. Other victims are also killed as a result of intimate partner violence including family members or friends.

Much has been learned about these cases and the patterns of behavior that occurred prior to the murders. Researchers have identified key risk factors such as attempted strangulation, stalking, and threats with weapons. There are evidence-based tools for assessing these risks and for victims of domestic violence with services that reduce homicide risk. Behind these tools are data-driven assessments of risk and collaborative responses by law enforcement, victim advocates, first responders, and other officials.

Several model projects have been developed that screen victims for risk factors at crime scenes, in hospital emergency rooms, and at protective order hearings. Those at high risk are immediately connected with services, and offenders are aggressively tracked. The leading promising practices in the field include the following:

Danger Assessments

The Danger Assessment is the risk assessment tool that is most frequently used to assess the risk of intimate partner homicide. This tool was initially developed by Jackie Campbell in 1985 as a method of working directly with victims of domestic violence to understand their individual risks and plan for safety. The Danger Assessment has evolved into a more widely used screening tool and has been the subject of ten studies validating its use as a reliable predictor of risk. The Danger Assessment uses a list of 15 questions to assess and score a victim's risk of potential homicide. A 2003 National Institute of Justice (NIJ) funded study found that despite certain limitations, the tool can be used to reliably predict women who are at risk of being killed by their partners.¹

The Maryland Lethality Assessment Program

The Maryland Lethality Assessment Program uses the Danger Assessment to screen victims at crime scenes, protective order hearings, and in hospital emergency rooms. If a victim screens in as high risk for serious injury or homicide, the first responder immediately calls the local 24-hour domestic violence hotline and encourages the victim to talk to the hotline worker. The goal of this project is to prevent domestic violence homicides and serious injuries by encouraging more victims to use shelter, counseling, advocacy, and other domestic violence services. Linking victims with services is critically important, because while these couples may be known to the criminal justice system, the victims have rarely sought help from domestic violence service providers. In the last five years, a total of 17,604 victims were identified as high risk using this tool. Fifty-nine percent spoke to a hotline counselor at the time of screening. Thirty-one percent of this group sought further services from the domestic violence programs, and none of these victims have been killed or seriously injured. At a time when some states are reporting increases in domestic violence murders, Maryland witnessed a 41% drop in intimate

¹Campbell, J.C., Webster, D., Koziol-McLain, J., Black, C. R., Campbell, D., Curry, M. A., ...Wilt, S.A. (2003) Assessing Risk Factors for Intimate Partner Homicide. *National Institute of Justice Journal*, 250, 14-19.

partner homicides over three years.² The National Institute of Justice is currently conducting a validation study of the Lethality Assessment Program in multiple Oklahoma sites.

The Greater Newburyport High Risk Team

The Jeanne Geiger Crisis Center in Newburyport, Massachusetts has developed a high risk team that includes representatives from victim services, probation, law enforcement, the district attorney's office, batterer intervention programs, and local hospitals. The team uses the Danger Assessment to identify victims at the greatest risk of serious injuries and homicide and develops individualized intervention plans to interrupt the cycle of violence. In addition to linking victims with services, the team increases monitoring of high-risk offenders and sharing of information across disciplines about these offenders. When a high-risk offender is identified, a team of law enforcement, prosecutors, probation officers and victim advocates use this information to search for open warrants, make arrests, connect victims with services, and use pretrial conditions to keep offenders in custody. From 2005 to 2011, the high risk team provided ongoing risk management to a total of 106 high-risk cases. None of these women have been killed. In addition, 90% of these victims accessed services at the crisis center, 92% reported no re-assaults by the offender and 93% did not need to relocate to a domestic violence shelter for safety. Fifty-nine percent of offenders were held pretrial and only 13% of cases were dismissed.³

OVW has initiated this Demonstrative Initiative (DI) to evaluate how well these models work in different communities and the key components of successful adaptations of the models. In addition, the DI will help build the capacity of state, local and tribal jurisdictions to improve identification of and services for high risk victims while better monitoring high-risk offenders to reduce domestic violence related homicide. It is OVW's hope that the DI will also identify barriers to providing quality assistance and advocacy and document and disseminate solutions for replication.

If selected as a Technical Assistance Provider, you may support demonstration sites with the following: provide model training; provide access to consultants and/or other Technical Assistance Specialists and site-specific training; assist with development of policies and procedures; provide training to ensure sustainability of enhanced services; provide information, referrals, literature and other resources; and maintain a strong support system, enhanced communication and learning across all of the selected DI sites including an orientation, briefs on promising practices, and individualized trainings on site.

Deadlines

Application

The deadline for applying for funding under this grant announcement is 11:59 p.m. EST on **October 16, 2012**. Applications submitted after 11:59 p.m. EST on **October 16, 2012** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the OVW Technical Assistance Point of Contact (202) 307-6026 no later than September 25, 2012 to request permission to submit an application by alternative means.

² Maryland Network Against Domestic Violence. <http://mnadv.org/lethality/>

³ The Jeanne Geiger Crisis Center. <http://www.jeannegeigercrisiscenter.org/pdfs/high-risk-team-network.pdf>

Registration

The **Grants.gov** registration deadline is September 25, 2012. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

Eligible entities for this program are limited to nonprofit national, tribal, or statewide organizations and institutions of higher education. Eligible applicants must have the capacity to provide training and technical assistance on a national level. **OVW encourages applicants to partner with one or more organizations to ensure the appropriate expertise is available to implement the proposed project successfully.**

Please note that OVW will not accept applications from individuals, governments or governmental agencies, i.e., police departments, prosecutor's offices, or probation departments.

Types of Applicants

OVW is accepting applications from existing OVW Technical Assistance Providers as well as new Technical Assistance Providers to apply to coordinate training and technical assistance for the Demonstration Initiative. However, current OVW TA providers must apply for a new award. Funds may not be used to supplement an existing technical assistance project.

Award Information

Award Period

All awards will be issued as cooperative agreements as a comprehensive and may be funded for five years. The recipient will initially receive 18 months of funding. Depending on the success of the first 18 months of the project, an organization will non-competitively apply for the remaining 42 months of funds in FY 2014. Therefore, **budgets must reflect 18 months of project activity and the total "estimated funding" (block 15) on the SF-424 must reflect this amount.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs and anticipated program funding availability. OVW has limited funds available to support technical assistance for this initiative, and therefore, **all applicants should exercise discretion when developing their budgets.**

The funding cap for this Demonstration Technical Assistance Initiative is \$1,125,000 for 18 months. Budgets should include consultant travel to the twelve participating sites as well as 2-3 all site meetings. Please note: the selected sites will also have travel funds to attend meetings and conferences.

Organizations applying should seriously consider the amount of money it will take to implement such a project, clearly present the costs and clearly justify all costs for the project. FY 2012 applications will only budget for the first 18 months of the project.

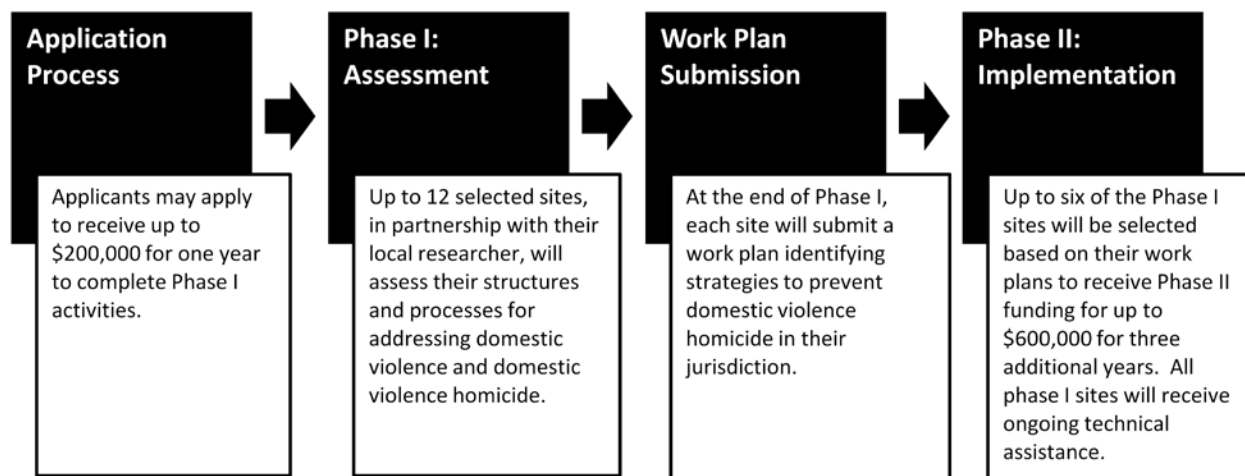
OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Future funding is not guaranteed.

Program Scope

About the OVW Domestic Violence Homicide Prevention Demonstration Initiative

This four year initiative will support demonstration sites, provide intense technical assistance to those sites, and conduct a rigorous evaluation of the overall project, including an implementation and outcomes evaluation of the initiative and assessment of the changes made to domestic violence systems in each community. OVW will partner with the National Institute of Justice (NIJ) to conduct the national evaluation. Sites will be expected to fully cooperate with all aspects of the evaluation. This initiative will be implemented in two phases – an assessment phase and an implementation phase. The graphic below depicts a general timeframe of the initiative:



About the OVW Comprehensive Technical Assistance for the Domestic Violence Homicide Initiative

Under this Solicitation OVW is interested in supporting ONLY comprehensive Technical Assistance for the Demonstration Initiative. Applications requesting to provide technical assistance for other issues than those listed below will be removed from consideration.

The organization(s) selected would serve as the comprehensive technical assistance provider for the new Domestic Violence Homicide Prevention Demonstration Initiative and would be expected to provide training and technical assistance to units of local government or Indian

tribal government to help build capacity and improve identification of and services for high risk victims while better monitoring high risk offenders to reduce domestic violence related homicide and address topics including, but not limited to:

- implement, expand and establish cooperative efforts and projects among law enforcement officers, prosecutors, victim advocacy groups, courts, health care providers and other related parties to investigate and prosecute incidents of domestic and dating violence;
- develop multidisciplinary high risk teams focusing on reducing domestic and dating violence homicides by:
 - using evidence-based indicators to assess the risk of homicide and link high risk victims to immediate crisis intervention services;
 - identifying and managing high risk offenders;
 - providing ongoing victim advocacy and referrals to comprehensive services including legal services, housing, and economic assistance.
- receive training on evidence-based risk factors for domestic and dating violence homicide; or
- develop culturally specific programs to reduce domestic and dating violence homicides.

Technical assistance providers will also provide selected sites with:

- Training on model to be implemented;
- Access to consultants and/or Technical Assistance Specialists and site-specific training;
- Policy and procedure development support;
- Training to ensure sustainability of enhanced services;
- Information and referral, literature and other resources; and
- A strong support system and enhanced communication and learning across all of the selected DI sites including an orientation, briefs on promising practices, and individualized on-site trainings.

Interested applicants should have experience coordinating national training and technical assistance, particularly technical assistance as part of a demonstration initiative. Organizations are encouraged to partner with other entities which bring together the necessary substantive expertise.

For more information about the Domestic Violence Homicide Prevention Demonstration Initiative, please see the *OVW Fiscal Year 2012 Domestic Violence Homicide Prevention Demonstration Initiative Call for Concept Papers* on the OVW web page (<http://www.ovw.usdoj.gov/open-solicitations.htm>). This Call for Concept Paper should be posted in September.

Out-of-Scope Activity- Research Projects

OVW has determined research projects to be out of the program scope. (Note that this does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research). Applications that propose research projects may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Technical Assistance Program will not be considered for funding.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by the Technical Assistance Program. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations

How To Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Formatting and Technical Requirements

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

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch page size
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- Project Narrative: no more than 18 pages for comprehensive TA applications
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in How to Apply

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact Tosha Preston at (202) 307-6026 **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Help Desk, OVW will contact you to either approve or deny your request to submit a late

application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS or grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not include the following will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Letters of Support

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Letters of Support

Applications must address each section and include the detailed information outlined below in the specified section of their application.

Summary Data Sheet (5 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 18 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- Project title.
- The comprehensive project the application is addressing.
- The target audience (include which grant program recipients or disciplines will be targeted).
- The duration of the project (18 months).
- The award amount requested.
- Summary of Current and Recent OVW Projects (if applicable)
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year prior to the date an application is submitted under this solicitation, the information below **must** be included.
 - Identify grant by OVW program, award number, and project period.
 - Specify the total funds remaining in each grant as of the date of application.

- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
- List the number and titles of all full-time and/or part-time positions funded by the award.
- A list of other federal assistance the applicant receives or for which the applicant is applying in FY 2012 to provide training and technical assistance related to sexual assault, domestic violence, dating violence, or stalking. The list should include the name of the federal funding agency, the award number, the cumulative award amount, and project end date. If any of the other federally funded or proposed projects are very similar in nature to the underlying project of this proposal, the applicant must explain how the projects differ and will complement each other.

Project Narrative (65 Points Total)

The Project Narrative may not exceed 18 pages double-spaced. The Project Narrative is comprised of the following four sections:

Need for Technical Assistance (10 Points)

This section must include the following:

- Describe the applicants understanding of the current need for technical assistance around the issue of domestic homicide;
- Describe the applicant's understanding of the role of the comprehensive technical assistance provider in a national demonstration project;

What Will Be Done (20 Points)

This section must include the information below. The applicant must provide a clear link between the proposed activities and the need identified in the "Need for Technical Assistance" section.

- State the goals and objectives of the technical assistance proposal.
- Provide a summary of activities that will be undertaken to accomplish the project goals and objectives and provide a corresponding timeline for the completion of activities within the first 18 months. Activities should include pre and post site selection technical assistance.
- Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.

Who Will Implement the Project (25 Points)

This section must include the information below. The applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- Identify organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project.
- Describe the capacity of the organization/s to undertake the project, including experience providing technical assistance as part of a national Demonstration Initiative.

- Describe the proposed staffing (including consultants) needed for the project.
- List the qualifications and experience of proposed staff/consultants.
- Describe the organization's philosophy concerning violence against women, including its understanding of emerging issues and best practices, and activities that compromise victim safety.
- Describe the organization's ability and willingness to partner with the Office on Violence Against Women(OVW) and the National Institute of Justice (NIJ).

What are the Technical Assistance Delivery Methods (10 Points)

This section must include the following:

- Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the-trainer sessions; on-site technical assistance (if you are proposing on-site assistance with OVW grantees, you must describe your capacity and experience to do so).
- Explain why these methods have been selected.
- Explain how these methods match the needs of the target audience.
- If an applicant proposes to hold any in-person meetings which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost effective means of obtaining conference logistical services.

Budget Detail Worksheet and Narrative (15 Points)

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet.

Award Period and Amount

Organizations applying should seriously consider the amount of money it will take to implement such a project, clearly present the costs and clearly justify all costs for the project. FY 2012 applications for five-year comprehensive projects will only budget for the first 18 months of the project.

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

Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the Office on Violence Against Women (OVW) Financial Grants Management Guide. The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and

- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
- Include a budget that fairly compensates all project partners.

OVW Meetings

All applicants **are required** to allocate funds in the amount of \$7,500 for the project period to support travel costs associated with OVW technical assistance provider meetings. This does not include travel to deliver technical assistance to Demonstration Initiative grantees. Applicants should estimate costs for two trips. The budget should include an estimated breakdown for this amount, including the number of travelers, airfare or mileage, lodging, per diem, etc.

Services to Limited-English-Proficient (LEP) Persons

Applicants are encouraged to include funds in their budgets to support activities that help to ensure that LEP persons have meaningful access to their training and technical assistance. For example, funds can be used to support interpretation and translation services. Please note that this is applicable to all applicants, not just those applying to the targeted topic area addressing LEP.

Accessible Training and Technical Assistance for People with Disabilities

Applicants are encouraged to include funds in their budgets to provide accommodations to individuals with disabilities and Deaf individuals to ensure full and meaningful participation in training and technical assistance. Accommodations may include, but are not limited to, American Sign Language (ASL) interpreters, production of training and educational materials in alternative formats, and closed captioning of video materials.

Conference Planning and Expenditure Limitations

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

Cost of Logistical Conference Planning

The cost allowed for *logistical* conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside conference planner) is limited to \$50 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold), not to exceed a cumulative total of \$8,750. For example, if the number of attendees at a conference is 100, the cost allowed for a logistical planner is \$5,000 (\$50 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If it is expected that the conference planning will meet these limitations, no further justification is required. If these limitations are expected to be exceeded, the recipient must justify the costs in writing and those costs must be approved by the Office on Violence Against Women before the recipient proceeds with the logistical planning.

Cost of Programmatic Conference Planning

The cost allowed for programmatic conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside programmatic conference planner) is limited to \$200 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold) not to exceed a cumulative cost total of \$35,000. For example, if the number of attendees at the conference is 100, the cost allowed for a programmatic planner is \$20,000 (\$200 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If these limitations are met, no further justification or approval is required. If it is expected that these limitations will be exceeded, the costs must be justified in writing and approved by the Office on Violence Against Women before the recipient proceeds with the programmatic planning.

Conference Space and Audio-Visual Equipment and Services

Recipients must limit the cost of conference space and audio-visual equipment to \$25 per day per attendee, not to exceed a total of \$20,000 for the conference. Indirect cost rates must be applied to conference space and audio-visual equipment costs in accordance with negotiated agreements, and must be included when calculating this threshold. If these limitations are going to be exceeded the recipient must submit a justification, in writing to the Office on Violence Against Women for approval before the recipient enters into any contract for the use of conference space and audio-visual equipment.

Prohibition on Trinkets at Conferences

Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, etc., regardless of whether they include the conference name or logo) must not be purchased with funds made available under this agreement. Basic supplies that are necessary for use during the conference (e.g., pens, paper, name tags) may be purchased.

Entertainment at Conferences

OVW funds may not be used for costs of entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

Food and Beverages at Conferences

Subject to OVW prior approval, and under limited circumstances, OVW funds may be used to purchase food and/or beverages for meals served during a meeting, conference or training. Under no circumstances may OVW funds be used to purchase food and/or beverages for refreshment breaks. OVW may approve the use of funds to purchase food and/or beverages served at a working meal if the recipient can justify that provision of the meal is necessary to accomplish official business and enhance the cost effectiveness of the conference. For example, a meal may be permissible where the conference would need to be extended if the working meal is not provided.

Furthermore, if a meal is approved by OVW, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), must not exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at

<http://www.gsa.gov/portal/content/101518>. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.

Prior Approval Required Before Entering Into Contracts Or Expending Funds for Conferences

All recipients will be required to complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into any contract (with the exception of logistical or programmatic planning contracts) or expending any funds for any meeting, conference, training, or other event.

Conference Reporting

Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, all recipients must provide the program manager with a completed Conference and Events Reporting Form found at [www.http://www.ovw.usdoj.gov/receive-grant.html](http://www.ovw.usdoj.gov/receive-grant.html).

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website.

Letters of Support (15 Points Total)

Applicants are encouraged to partner with one or more organizations to ensure the appropriate expertise is available to implement the project successfully. If partnering with other organizations, applicants are required to submit letters of support from those partners. Letters should describe the partners' role in the project, as well as their commitment to the collaboration. Applicants should only submit letters from partners who would receive funding through the award or from organizations who are essential to the implementation of the project. It is strongly recommended that the letters of support not present as form letters written by the applicant and simply signed by the partnering organization/s. Please note that OVW may request a signed Memorandum of Understanding (MOU) among project partners prior to making an award if it is deemed necessary to clarify the roles and responsibilities of each partner. Organizations unwilling or unable to sign an MOU should not apply.

In addition, if the applicant has provided technical assistance to OVW grantees in the past, at least one letter of support must be submitted by an OVW grant recipient who received that technical assistance or training. Applicants should limit these letters of support to three. Organization's that have not previously provided technical assistance to OVW grantees will not be considered as the lead Technical Assistance provider for this initiative.

For those applicants partnering with one or more organizations, the score for this section will be based on the partner letters and the letter/s of support from the recipient/s or potential recipient/s of technical assistance. For those applicants not partnering with any other organizations, the score for this section will be based solely on the letter/s of support from the recipient/s or potential recipient/s of technical assistance.

The letters of support should be submitted as attachments to the application in Grants.gov.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including identifying the target audience for the proposed project, who will be involved with the proposed project, and what will be done. Please do not summarize past accomplishments in this section.

Status of Current Project (if applicable)

If you have an existing OVW TA Provider project and are applying for a new award, please provide the following information about the status of that current project:

- Identify the grant award number and project period;
- Specify the total funds remaining in the award as of the date of application;
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application;
- List the number and titles of all full-time and/or part-time positions; and
- Describe the status of achieving the goals and objectives identified in your most recent application.

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online.

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

Forms must be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in **Grants.gov**.

Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in **Grants.gov**.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?

- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it, along with their current year's audit report, as an attachment to the application in Grants.gov. The form can be found at <http://www.ovw.usdoj.gov/applicants.htm>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to [OVW Financial Grants Management Guide](#). This should be a separate attachment to the application in **Grants.gov**. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Selection Criteria

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

OVW reserves the right to deduct points for applications that are partially out of scope, that include unallowable activities, or for applicants who are out of compliance with a current OVW grant award or cooperative agreement.

If an application is deemed to be substantially out of scope or proposes a substantial number of activities that are unallowable, it will not be considered for funding.

Review Process

OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee actively participated in OVW-sponsored meetings and other technical assistance events as required;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

OVW may decline to provide funding to grantees with significant past performance issues regardless of the quality of the application.

Pre-Selection Conference Call(s)

OVW may require Technical Assistance providers to participate in conference calls with potential Demonstration Initiative grantees.

Other Requirements

Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OVW's Financial Grants Management Guide, which are available from the OVW Web site. The OVW Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and OVW's Financial Grants Management Guide. Primary recipients will be responsible for

oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Reporting Requirements

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award, as well as quarterly Federal Financial Reports. For more information, please see the [Reference Guide](#).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).

- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW's Financial Grants Management Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

- Active CCR Registration

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

This checklist is for your convenience only. Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative.	
Need for Technical Assistance	
What Will Be Done	
Who Will Implement	
What are Technical Assistance Delivery Methods	
3. Budget Detail Worksheet and Narrative	
4. Letters of Support	
5. Proposal Abstract	
6. Status of Current Project (if applicable)	
7. Application for Federal Assistance (SF 424)	
8. Standard Assurances and Certifications	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Financial Capability Questionnaire (if applicable)	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	

APPENDIX A

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov and in this section. 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**, Monday through Friday from 7 a.m. to 9 p.m., E.T.

Step-by-Step Guide to Grants.gov

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. Assistance is available 24 hours a day, 7 days a week, with the exception of federal holidays.**

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation **16.526** titled "Domestic Violence Homicide Prevention Demonstration Initiative Technical Assistance Program."

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 and confirmed, and to 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 the 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 a1–866–705–5711. Assistance is available 8:00 a.m. – 9:00 p.m. ET Monday – Friday.

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 1–866-606-822, which is available 8:00 a.m. – 8:00 p.m. ET.
- 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 Grants.gov customer support hotline at 1–800–518–4726. Assistance is available 24 hours a day, 7 days a week, with the exception of federal holidays.

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- 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/ICViewer602_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 the CFDA number for this announcement, **16.590**. 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; and (2) 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.