KANSAS

Governor's Grants Program

F V P S A

Federal Family Violence Prevention And Services Act Grant

Fiscal Year 2010 Grant Application

APPLICATION DEADLINE:

<u>RECEIVED</u> BY MIDNIGHT, JUNE 12, 2009 ON THE GRANT PORTAL

OFFICE OF THE GOVERNOR
GRANTS PROGRAM

FEDERAL FAMILY VIOLENCE PREVENTION AND SERVICES ACT GRANT APPLICATION

APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANTS PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED BY MIDNIGHT, JUNE 12, 2009 WILL NOT BE ACCEPTED.

PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.

FEDERAL FAMILY VIOLENCE PREVENTION AND SERVICES ACT GRANT FUND

ELIGIBILITY CRITERIA

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of the grant awarded from the Federal Family Violence Prevention and Services Act (FVPSA) pursuant to 42 U.S.C. 10401 *et seq* and amendments thereto.

Grant funds are distributed to community-based nonprofit organizations. The purpose of FVPSA grant funds is to assist the state in establishing, maintaining and expanding programs and projects to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents.

The distribution of funds is based on a formula with special emphasis given to community-based nonprofit organizations whose primary purpose is to operate shelters for victims of family violence and their dependents and provide related assistance as defined below.

Domestic violence programs are required to provide a 20 percent non-federal cash or in-kind match. **All funds designated as match are restricted to the same uses and requirements as the FVPSA grant funds and must be expended within the grant project period**.

Example:	Total Grant Project Cost	=$50,000
	80% Federal Share	=$40,000
	20% Local Share	=$10,000

Applicants that receive FVPSA funds must establish or implement policies and protocols for maintaining the safety and confidentiality of the adult victims of domestic violence and their children whom they serve. It is essential that the confidentiality of individuals receiving FVPSA services be protected. Consequently, when providing statistical data on program activities and services, individual identifiers of client records will not be used by the State or other FVPSA subgrantees. The address or location of any FVPSA supported shelter facility will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public and the confidentiality of records pertaining to any individual provided family violence prevention and treatment services by any FVPSA supported program will be strictly maintained (42 U.S.C. 10402 (a)(2)(E)). No client-level data may be shared with a third party, regardless of encryption, hashing or other data security measures, without a written, time-limited release.

Specific conditions on maintaining confidentiality according to federal guidelines will be incorporated into the grant assurances and must be strictly implemented.

To provide responsive and effective services to victims of domestic violence and their family, coordinated and collaborative efforts among victim services providers, community-based, culturally specific and faith-based services providers, as well as others addressing family violence issues is needed.

To serve victims most in need and to comply with federal law, services must be widely accessible. Services must not discriminate on the basis of age, handicap, sex, race, color, national origin or religion (42 U. S. C. 10406). The Federal Health and Human Services Office for Civil Rights provide guidance in complying with these requirements. Please see http://www.hhs.gov/ocr/ for federal guidance on serving immigrant victims.

The FVPSA grant program specifically makes Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) applicable to all programs and activities conducted with any FVPSA funds. Section 504 bars organizations and employers from excluding or denying individuals with disabilities or denying such individuals an equal opportunity to receive program benefits and services. Organizations may not establish eligibility criteria for receipt of services or participation in programs or activities that screen out or tend to screen out individuals with disabilities, unless such criteria are necessary to meet the objectives of program. Individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. Some examples of impairments which may substantially limit major life activities, even with the help of medication or aids/devices, are: AIDS, alcoholism, blindness or visual impairment, diabetes, drug addiction, heart disease and mental illness. Please see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html for federal guidance on the Americans with Disabilities Act and the Rehabilitation Act of 1973. Services also must be provided on a voluntary basis; receipt of shelter of housing must not be conditioned on participation in supportive services.

All applicants, if awarded FVPSA funds, must comply with federal and state reporting requirements.

All applicants must be accredited or be in the process of accreditation by the Kansas Coalition Against Sexual and Domestic Violence.

The following definitions are found in 42 U.S.C. 10421 *et seq*:

> *Family Violence*: Any act or threatened act of violence, including any forceful detention of an individual, which: (a) results or threatens to result in physical injury; and (b) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or otherwise legally related or with whom such person is or was lawfully residing.
>
> (Note: family violence and domestic violence are used interchangeably with the FVPSA grant program. The emphasis of the FVPSA grant program is on intimate partner violence, including domestic violence, dating violence and sexual assault as it occurs in the context of domestic or dating violence).

Shelter: The provision of temporary refuge and related assistance in compliance with applicable State law and regulation governing the provision, on a regular basis, of shelter, safe homes, meals and related assistance to victims of family violence and their dependents.

Related Assistance: The provision of direct assistance to victims of family violence and their dependents for the purpose of preventing further violence, helping such victims to gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety and assisting such victims in healing from the effects of the violence.

Related assistance includes:

1. Prevention services such as outreach and prevention services for victims and their children, assistance for children who witness domestic violence, employment training, parenting and other educational services for victims and their children, preventive health services within domestic violence programs (including services promoting nutrition, disease prevention, exercise and prevention of substance abuse), domestic violence prevention programs for school age children, family violence public awareness campaigns and violence prevention counseling services to abusers.

2. Counseling with respect to family violence, counseling, or other supportive services provided by peers individually or in groups and referral to community social services;

3. Transportation and technical assistance with respect to obtaining financial assistance under Federal and State programs and referrals for appropriate health-care services (including alcohol and drug abuse treatment), but shall not include reimbursement for any health-care services;

4. Court advocacy to provide victims with information and assistance through the civil and criminal courts and legal assistance; or

5. Children's counseling and support services and child care services for children who are victims of family violence or the dependents of such victims and children who witness domestic violence.

GRANT APPLICATION DEADLINE

The grant application must be received via the Grant Portal by midnight, June 12, 2009. See Grant Portal Instructions at https://www.accesskansas.org/ssrv-ksgrants/index.do.

LIMITATIONS OF FUND USE

1. These grant funds shall not supplant other federal, state, or local funds that would otherwise be available for victims of domestic violence and their dependent children.
2. Equipment and hardware are unallowable unless necessary and essential to providing services for victims of domestic violence and their dependent children.
3. Construction or land acquisitions are unallowable costs. This includes mortgage payments.
4. The use of grant project funds is prohibited for grant projects which offer a low probability of improving services to victims of domestic violence as determined by fiscal and grant project compliance reviews.
5. Indirect costs are not allowed.
6. Because of limited funding, membership dues or fees are not allowed.
7. The use of grant funds to pay for costs incurred in applying for or auditing this grant is not allowed.
8. Grant funds can not be used as direct payment to any victim or dependent of a victim of family violence.
9. No income eligibility standard can be imposed on individuals receiving assistance or services supported with these grant funds.

GRANT PROJECT PERIOD

Each grant project funded under this grant fund shall be for a period of 12 months from July 1, 2009 to June 30, 2010. Any funds not expended by June 30, 2010, must be returned to the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the FVPSA grant program:

1. The monthly **Financial Status Reports** provide fiscal information on the actual expenditures during the month. These reports are due 25 days following the end of each month;
2. The quarterly **Grant Project Statistical Reports** provide a summary of domestic violence victims served and services provided agency-wide and is due 25 days following the end of each quarter;
3. The **Projection of Final Expenditures Report** is due April 25th;
4. The **Year End Performance Report** provides outcomes of domestic violence victims served and is due 25 days following the end of the grant project period;
5. The Governor's Grants Program staff will conduct grant project analysis and on-site or desk compliance reviews; and
6. Any other reporting procedures which may be required by the federal government or the Governor's Grants Program.

Copies of receipts must be maintained at the organization for a period of five years past the close of the grant project period.

GENERAL INSTRUCTIONS

Instructions to complete a grant application on the Grant Portal are located at https://www.accesskansas.org/ssrv-ksgrants/index.do and click on the "Application Portal Instructions" link on the left-hand side of the screen under Site Navigation.

***Please note that for purposes of this grant application, FVPSA grant funds can not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per their agency policy, the applicant should be aware that no grant funds administered by the Governor's Grants Program can be used to make up the difference.**

****Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of $500 or more.**

PROJECT NARRATIVE (Attachment #1)

Upload the 'Project Narrative' requirements in Times New Roman 12 point font size. Keep the information as brief as possible and explanatory statements clear and concise. **Do not submit any items not specified in the instructions (i.e. pictures, news articles, letters of support) other than those requested. Do not include appendices, brochures, etc.** The following sections are to be included in the Project Narrative.

Prior Accomplishments:

Please share specific program accomplishments from the previous 12-month period. Include the number of victims served by the program. Describe any evaluations conducted and explain the results. Describe evidence of the success of the grant project and share progress on meeting goals and objectives.

PROPOSED GRANT PROJECT GOAL(S) AND OBJECTIVE(S):

State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the entire agency but specific to the FVPSA grant project. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment. List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Please use the following format when writing the grant project goals and objectives.

Goal I: To provide direct services, as well as increase the knowledge of survivors of abuse.

Objective	Activities	Person Responsible	Time Frame
1. 98 percent of victims calling the program will be referred to the proper resource based on their immediate needs.	1. Trained staff will be available to answer calls 24 hours a day/ seven days a week.	1. Shelter Staff	1. July 1, 2009 - June 30, 2010
2. 95 percent of residents residing in the shelter for at least two weeks will be able to ***understand*** power and control of a batterer.	2a. Information regarding power and control wheel will be provided to residents. 2b. Support groups will be conducted on a weekly basis. 2c. Confidential, one on one, interviews will be performed.	2. Shelter Advocates Shelter Managers	2. Weekly July 1, 2009 - June 30, 2010
3. Court advocacy will be provided to 85 percent of all victims entering the shelter.	3a. Victims will be assisted in filling out PFA forms. 3b. Victims will be accompanied to court on an as needed basis. 3c. Victims will be given an overview, and provided with a pamphlet explaining the criminal justice system.	3. Court Advocate	3. July 1, 2009-June 30, 2010
4. 100 percent of residents will be able to identify at least three ***reliable*** community resources.	4a. Weekly support groups will be conducted. 4b. Coordinating and maintaining partnerships with community organizations.	4. Outreach Coordinator Shelter Advocate	4. Weekly July 1, 2009 – June 30, 2010
5. Advocates will respond within 30 minutes to emergency room to provide support and advocacy to victims.	5. An on-call list will be established to ensure coverage 24 hours a day, seven days a week.	5. Crisis Advocates	5. Established by Aug. 2009 and monitored quarterly to track response time October 2009, January, April and July, 2010

Proposed Grant Project Monitoring, Evaluation and Determining Results:

Describe the procedure for monitoring the proposed grant project. Who will track the proposed grant project throughout the grant project period, what data will be collected and how will the information be used to encourage success of the proposed grant project? Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the proposed grant project was implemented and if it achieved the results expected based on the evaluation and data collected.

Current Audit Report:

If the Governor's Grants Program has previously received a copy of the program's most current audit report, please state so in the application and include information on what period was covered, who did the audit and when it was done. If the Governor's Grants Program has not previously received a copy of the program's most current audit report, one should be forwarded as soon as possible to: Governor's Grants Program, Landon State Office Building, Room 304 N, 900 SW Jackson, Topeka, KS 66612-1220.

Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be addressed by the applicant.

CURRENT AND NEXT FISCAL YEAR AGENCY BUDGETS (Attachment #2)

Upload the applicant's current and next fiscal year budgets, including balanced **income and expenses**. List all staff positions separately with their respective salaries. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Program income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the program's budget for expenses.

Example of budget income only:

SOURCE:	AMOUNT:	STATUS:	DATE:
City of Topeka	$10,000	Projected	7/09
United Way	5,000	Received	1/09
Walk-A-Thon	500	Collected	2/09
FVPSA-GOV	18,000	Received	7/08
FVPSA-GOV	20,000	Requested	4/09
SGF-GOV	5,000	Projected	7/09
Total Program Income	$58,500		

Note: Budget expenses are also required.

KANSAS SECRETARY OF STATE CERTIFICATION (Attachment #3)

Upload a **current** (less than one year old) copy of the applicant's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

KCSDV ACCREDITATION (Attachment #4)

Provide documentation of completing the accreditation requirements by the Kansas Coalition Against Sexual and Domestic Violence. If the applicant has not completed this process, please state why and submit a time line for completion.

FEDERAL CERTIFICATION FORMS (Attachment #5)

Read, sign, date and upload the required certification forms. To download the certification forms, go to http://www.governor.ks.gov/grants/policies/docs/2009CertificationForms.pdf.

GRANT PORTAL INSTRUCTIONS

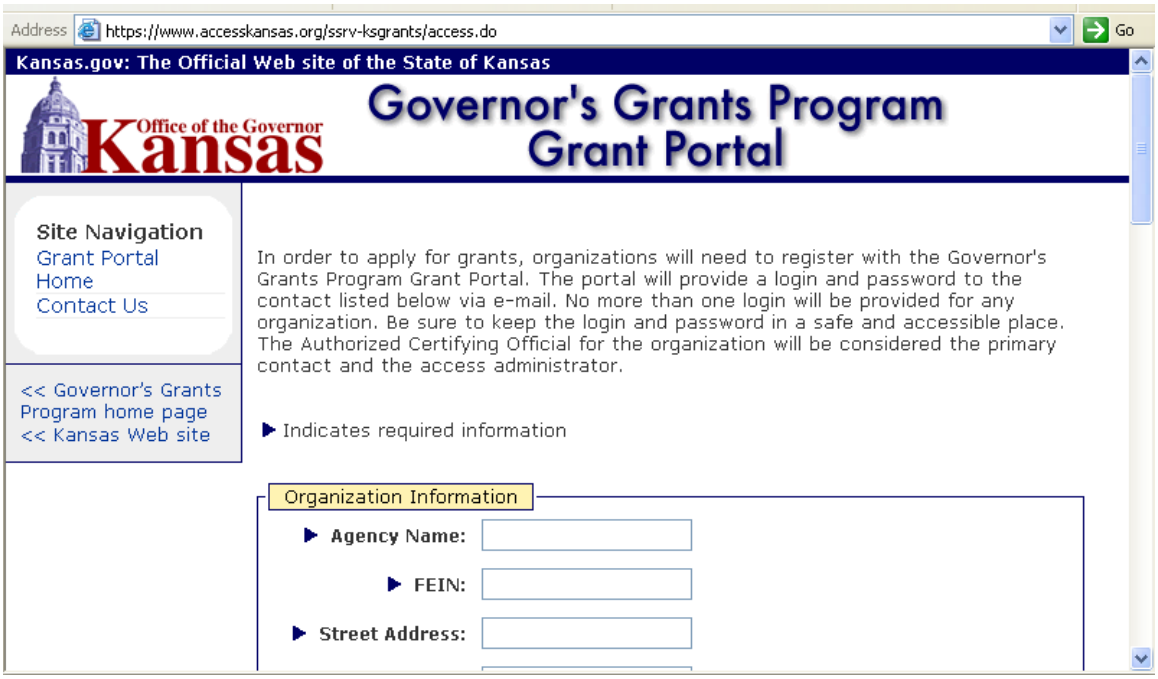
This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at https://www.accesskansas.org/ssrv-ksgrants. BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

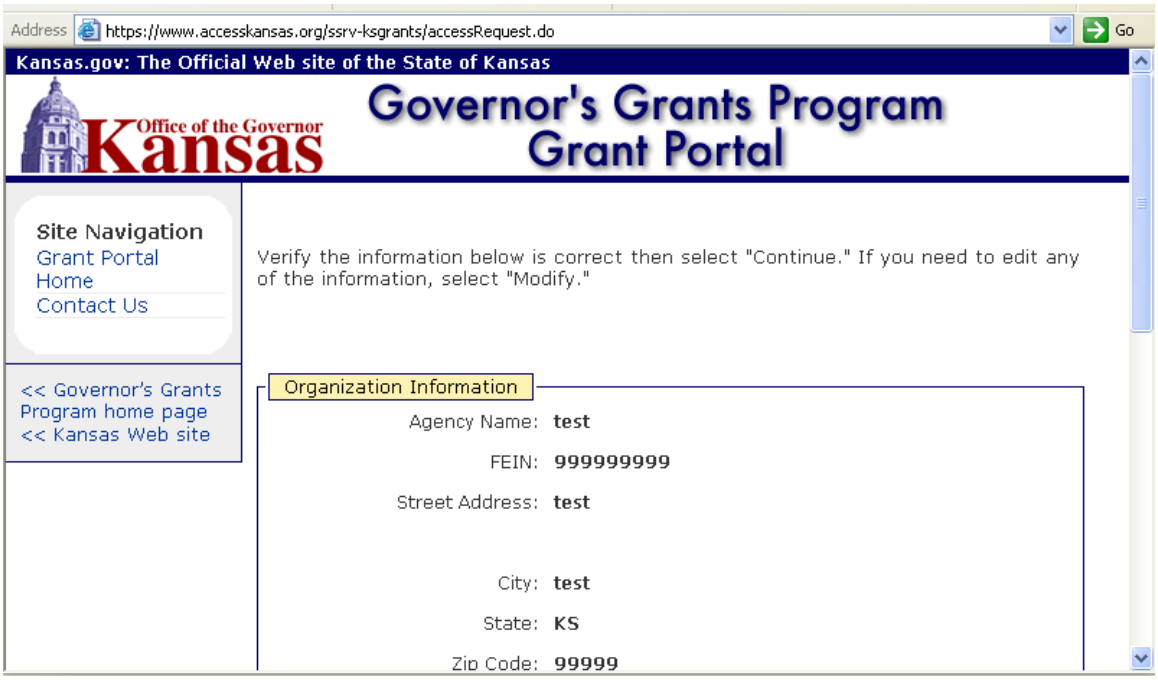
ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."

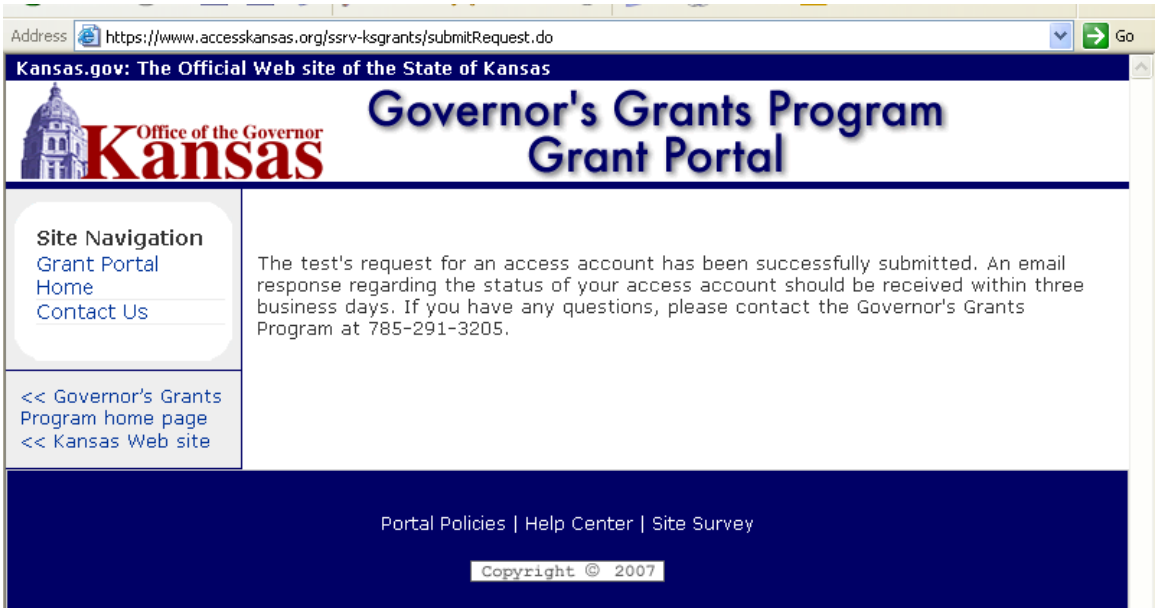
There is only one login ID accepted per agency. To complete an Access Request to submit to the Governor's Grants Program, go to https://www.accesskansas.org/ssrv-ksgrants/access.do.



Fill in the information requested in the appropriate fields and click on "Submit."



A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.



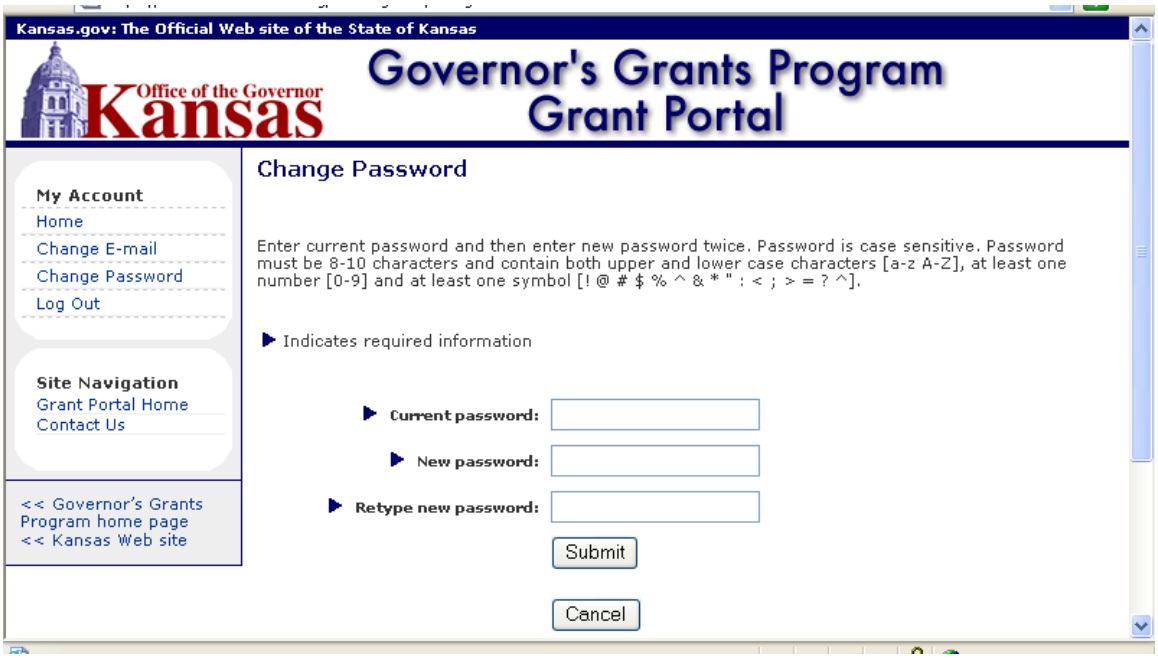
If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a *temporary* password for login.

ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a *temporary* password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at https://www.accesskansas.org/ssrv-ksgrants/index.do.

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the *temporary* password provided in the Help Center access approval email message.

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the *temporary* password provided to one created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.



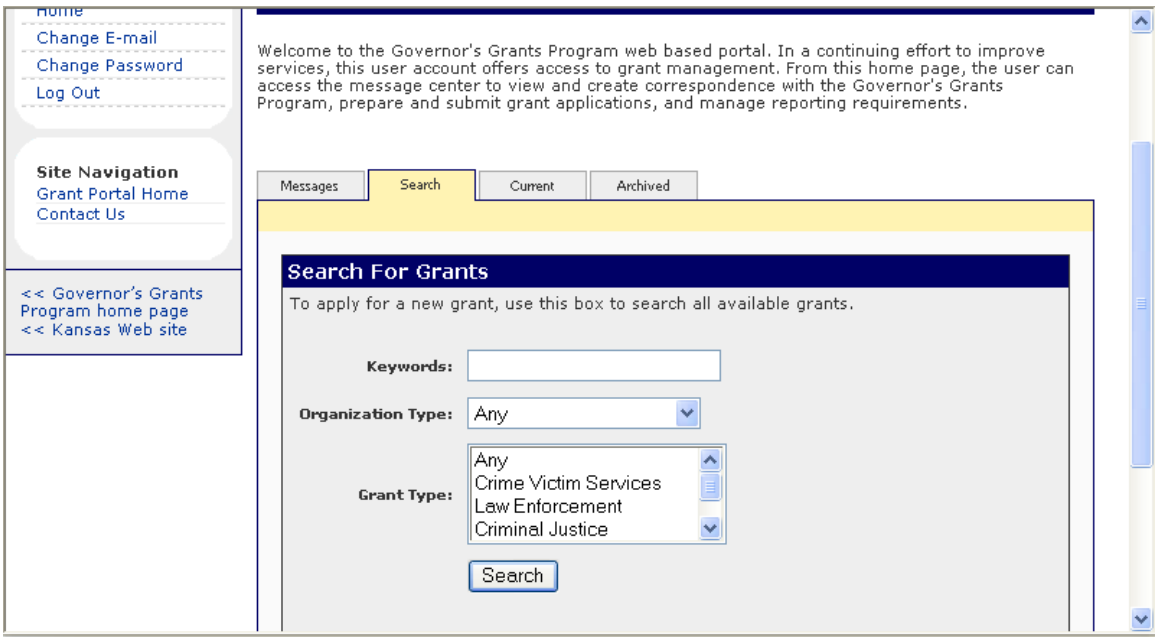
The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

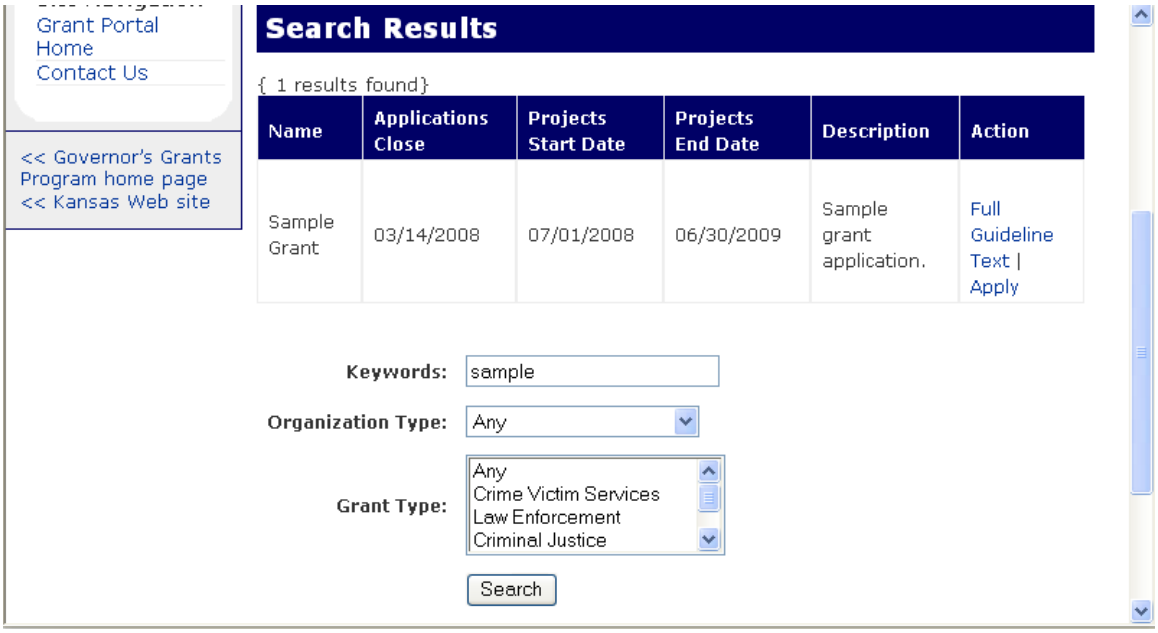
SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled "Accessing the Grant Portal."

To begin a new application, go to the 'Search' tab in the middle of the screen.

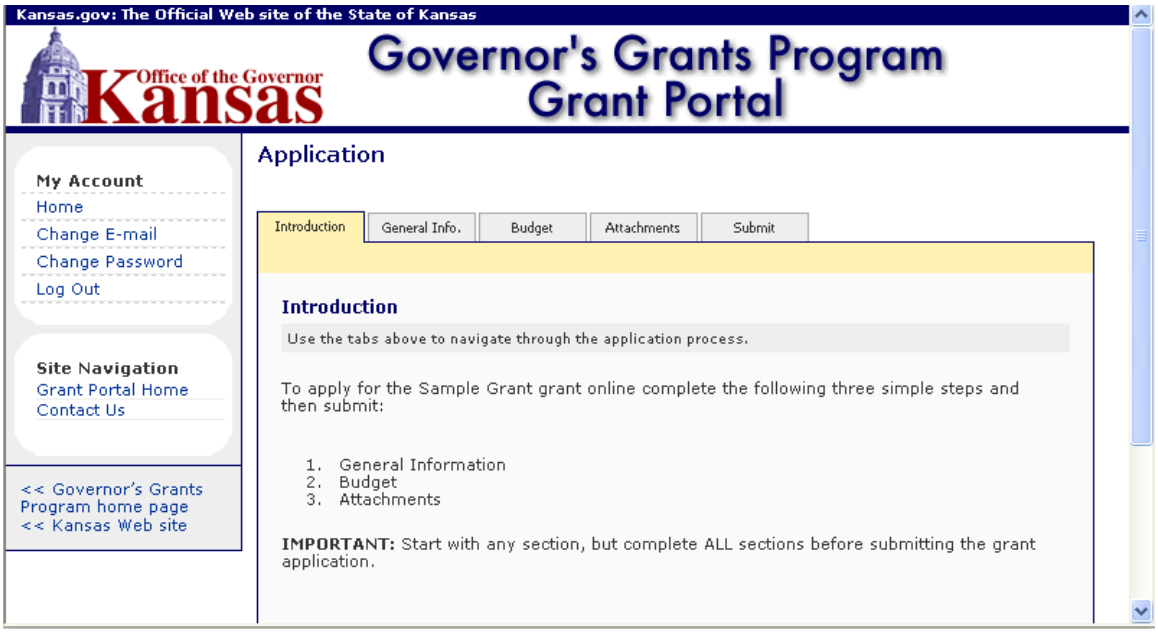


Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on 'Search.'



Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

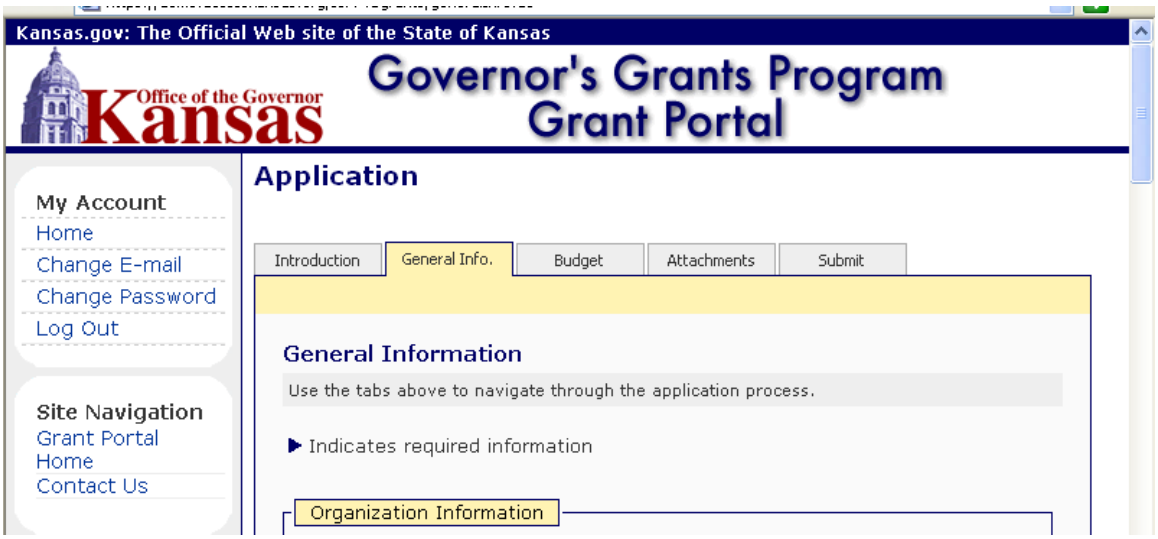
NOTE: Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.



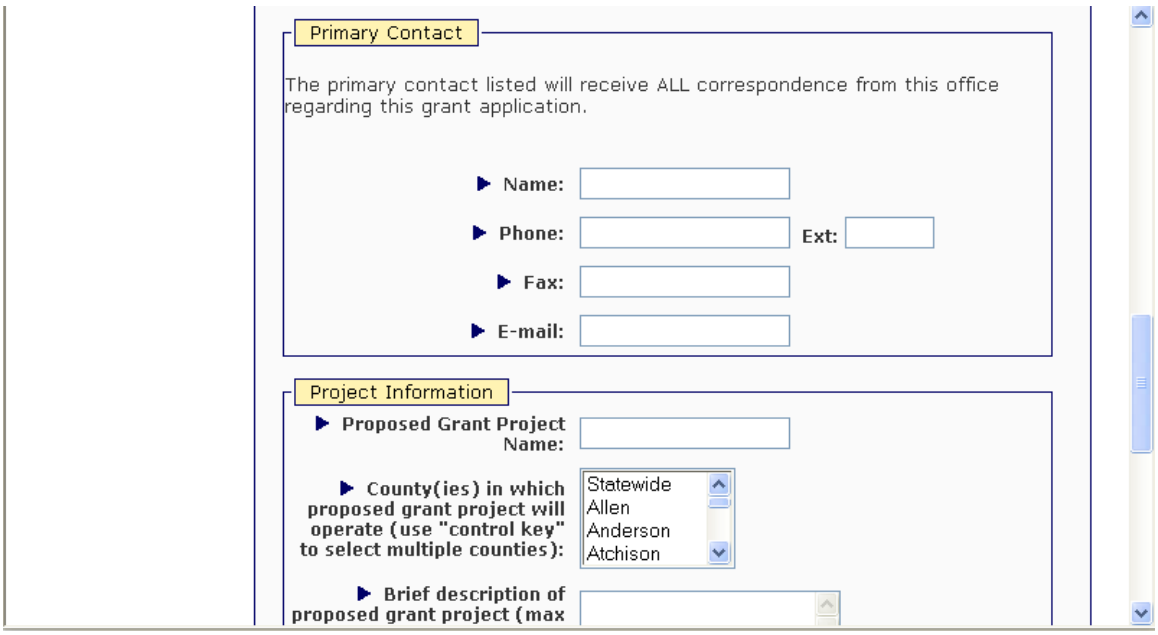
There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

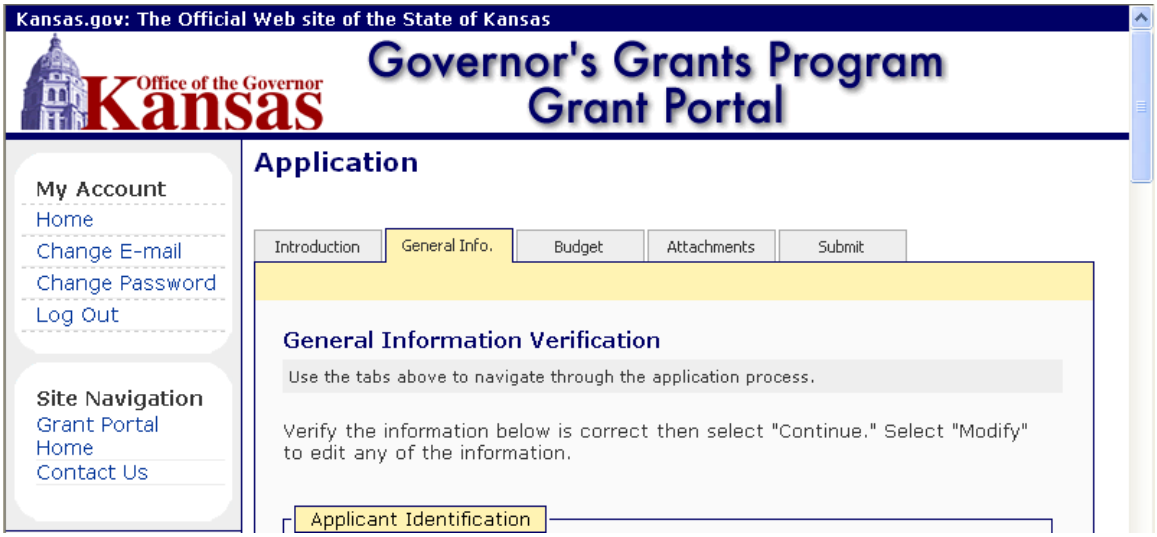
Click on the 'General Info.' tab in the middle of the screen.



The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

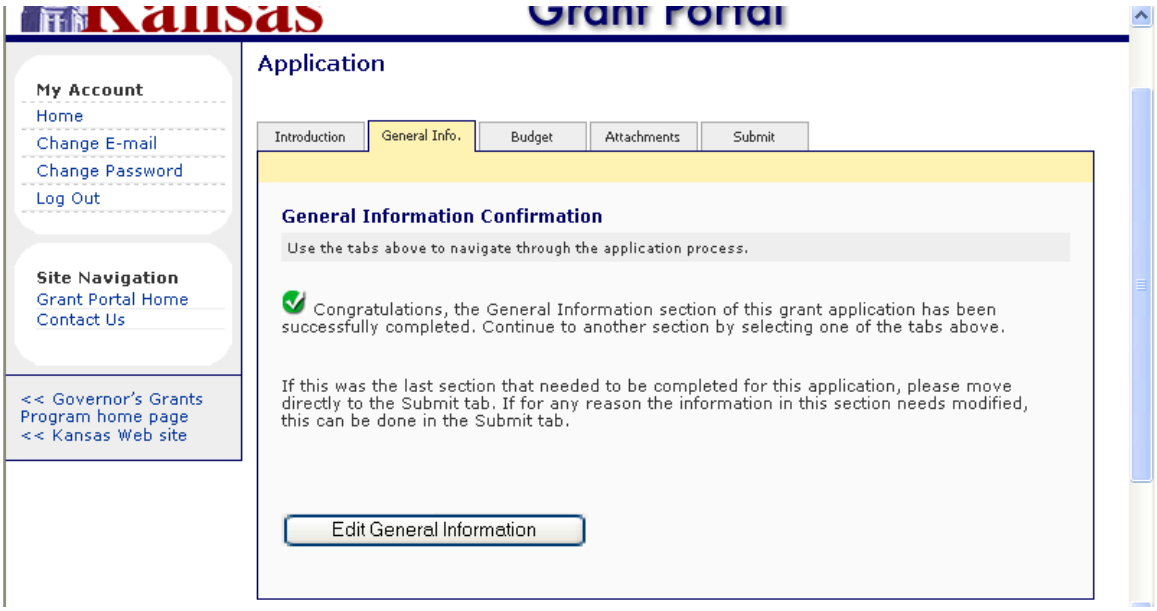


When all the data is entered, click on 'Save.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.



Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information.

If the data appears to be correct, click on 'Continue' and the General Information section is completed.

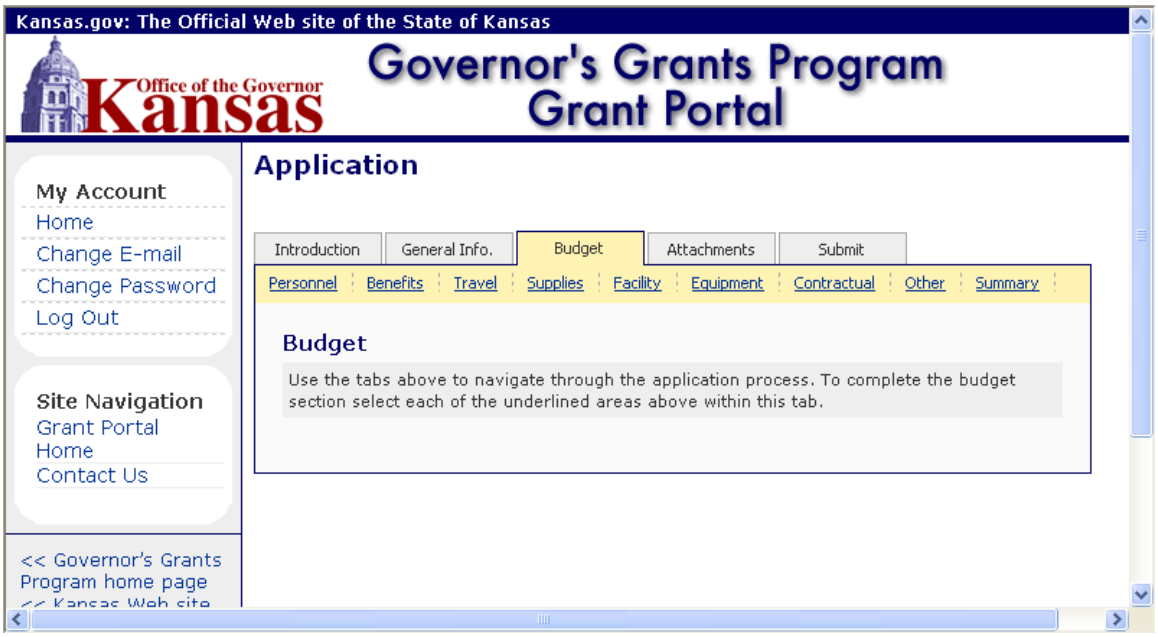


A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

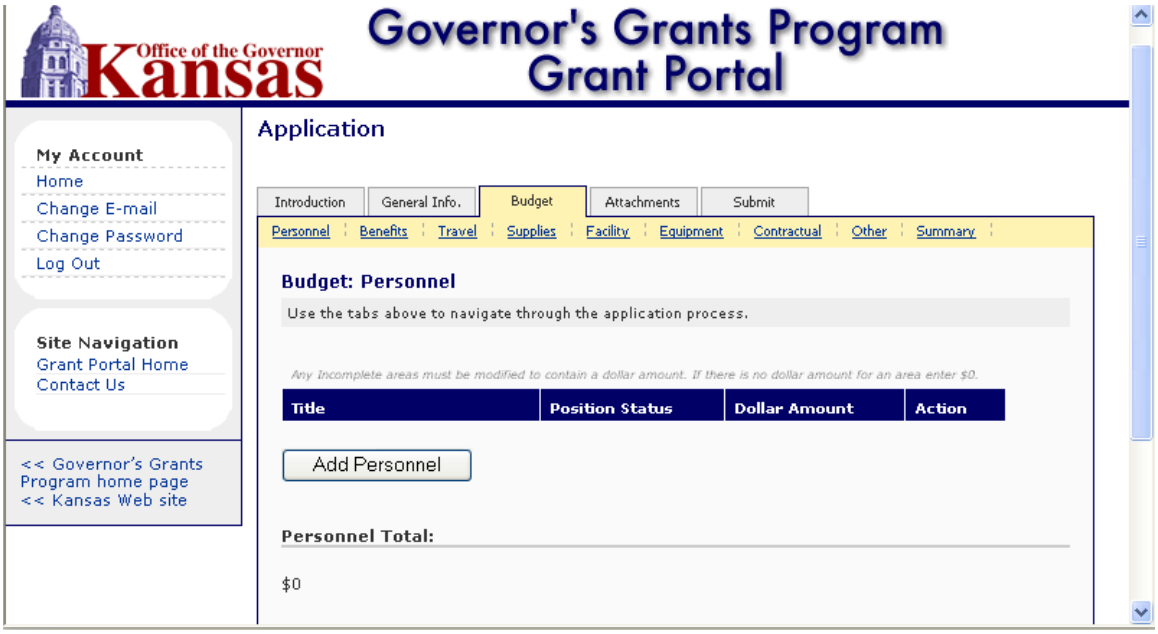
Budget

To continue with the application, click on the 'Budget' tab in the middle of the screen.

NOTE: All budget line item requests must be rounded off to the nearest whole dollar.

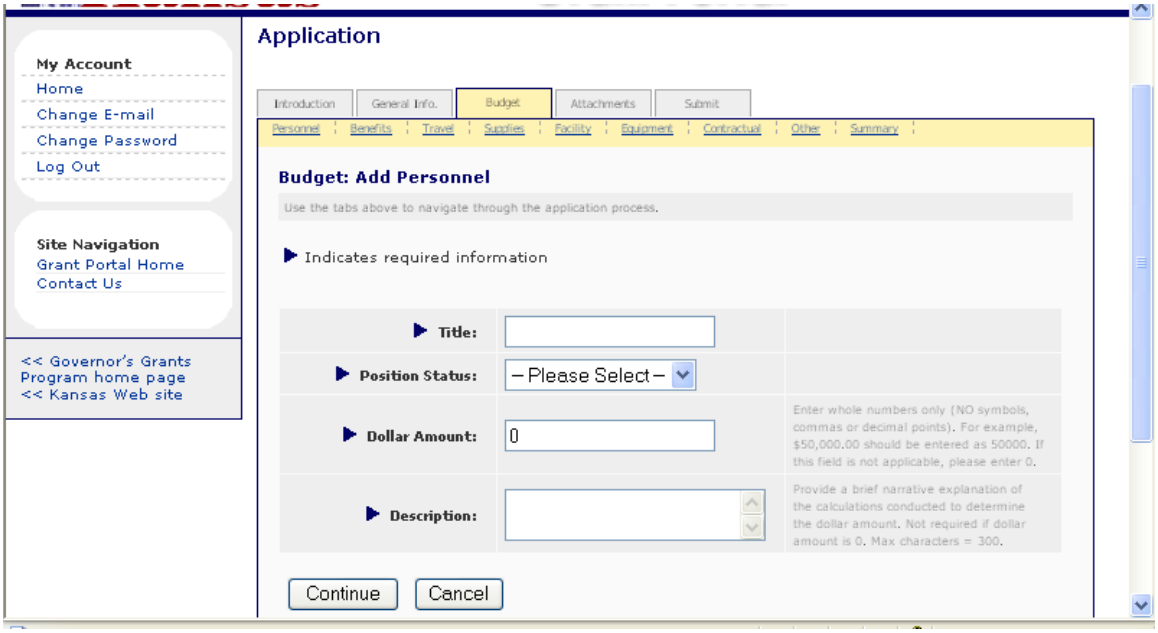


The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

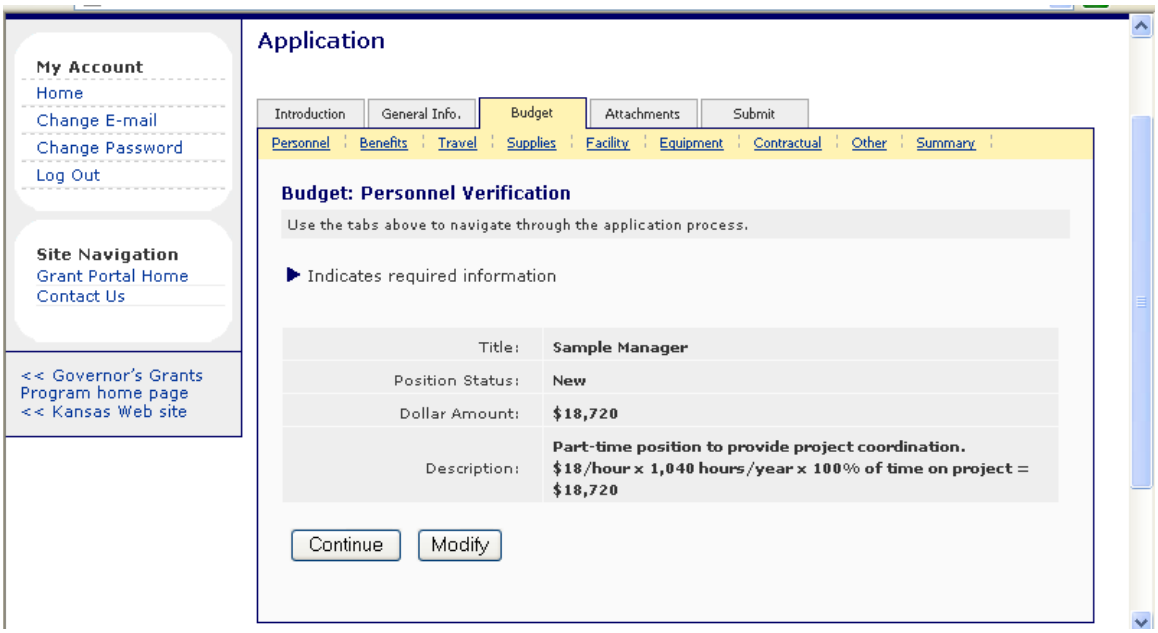


In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user

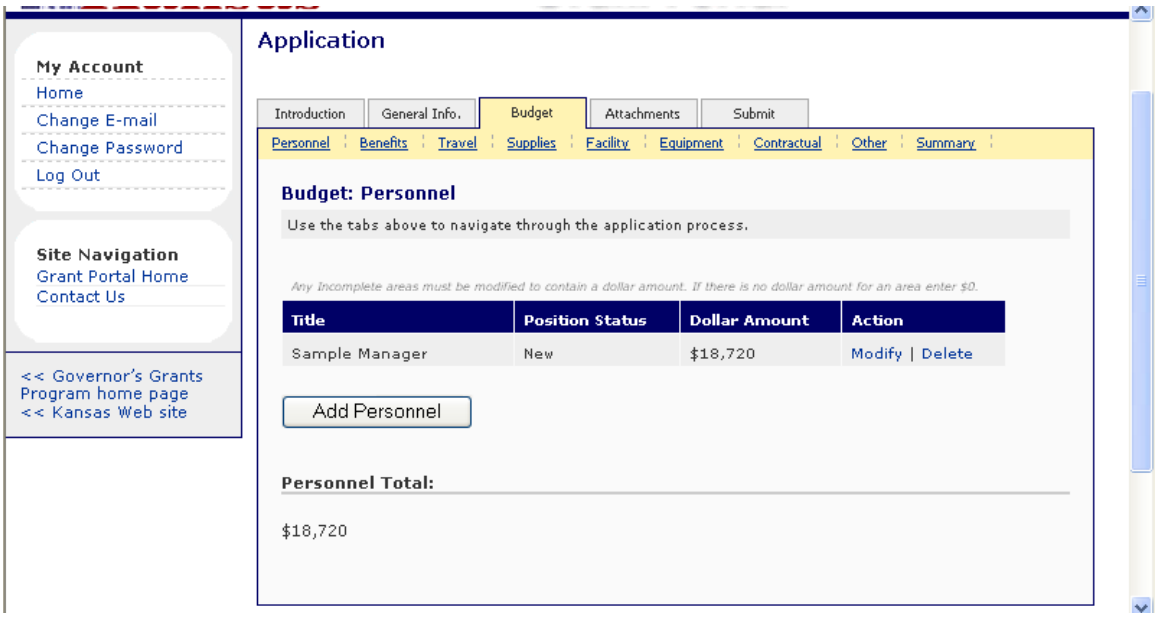
should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'



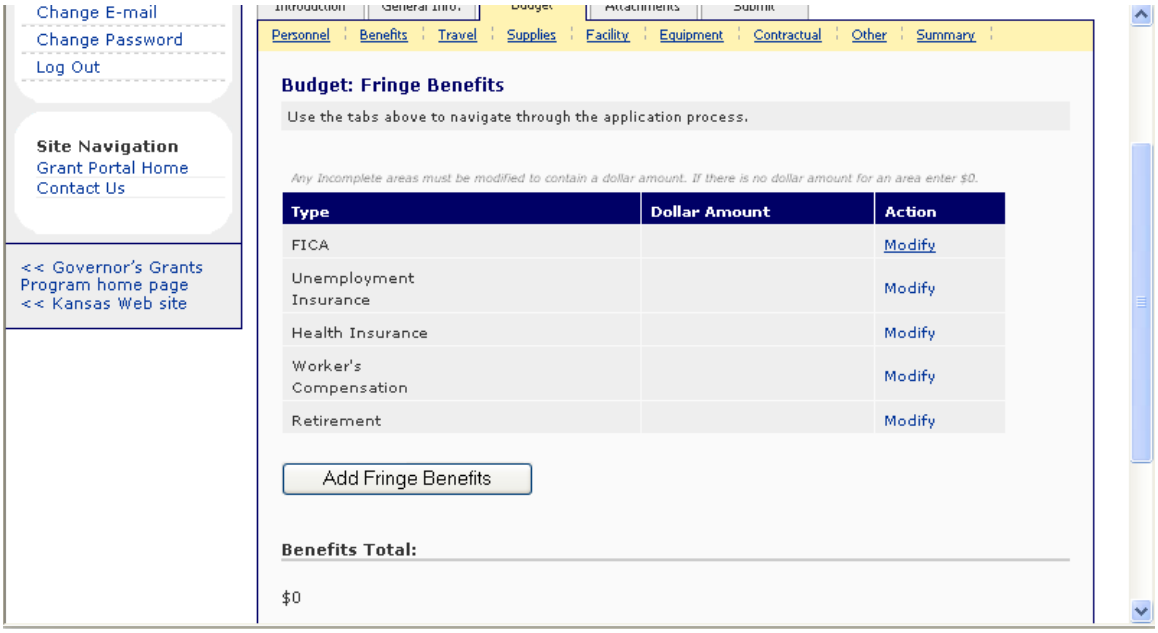
Complete the fields that appear on the screen as appropriate for the proposed grant project.
NOTE: *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.
For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.



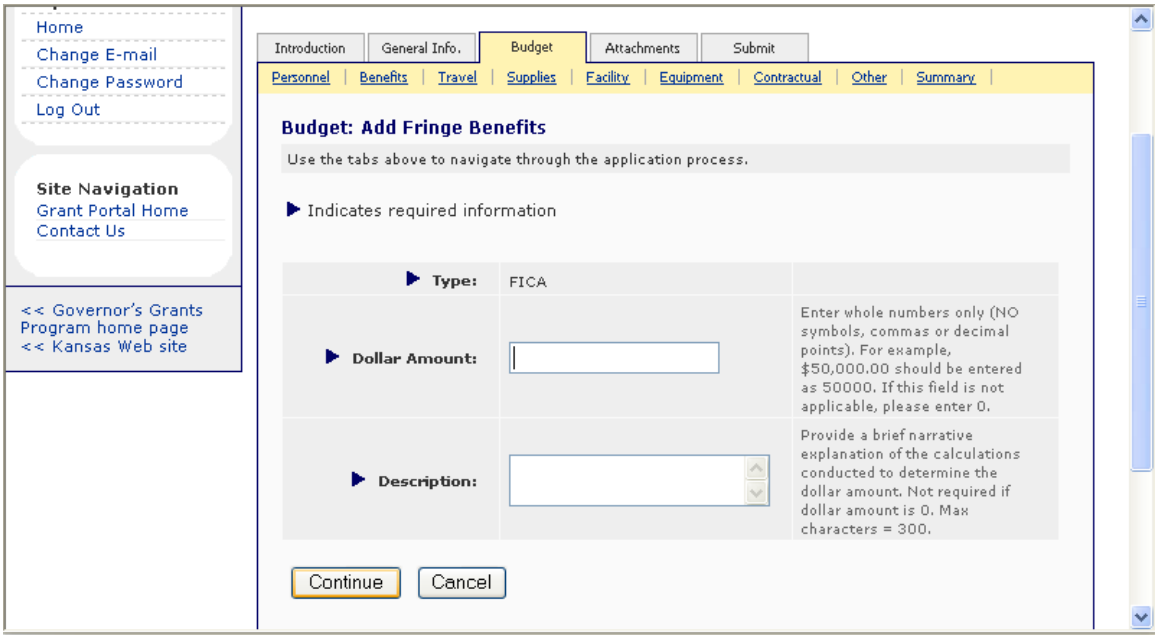
Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the new Personnel line item appears.



The user may now edit the new Personnel line item by clicking on either 'Modify' or 'Delete' under the Action column at the right side of the screen, may add another position title by clicking on 'Add Personnel' and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the 'Budget' tab.

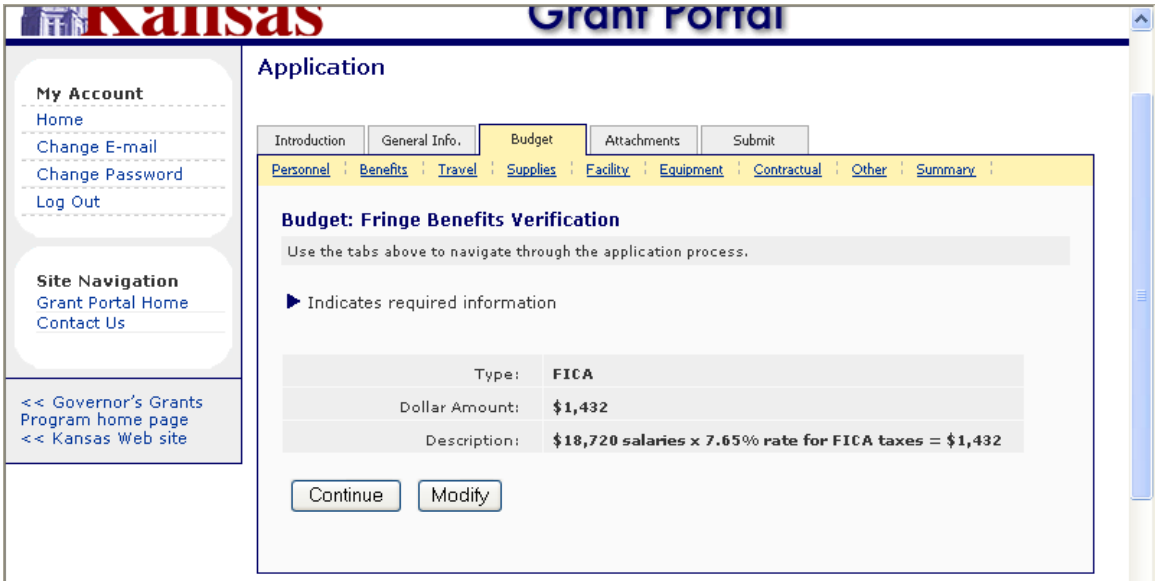


In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the 'Modify' link for each line item, beginning with FICA.

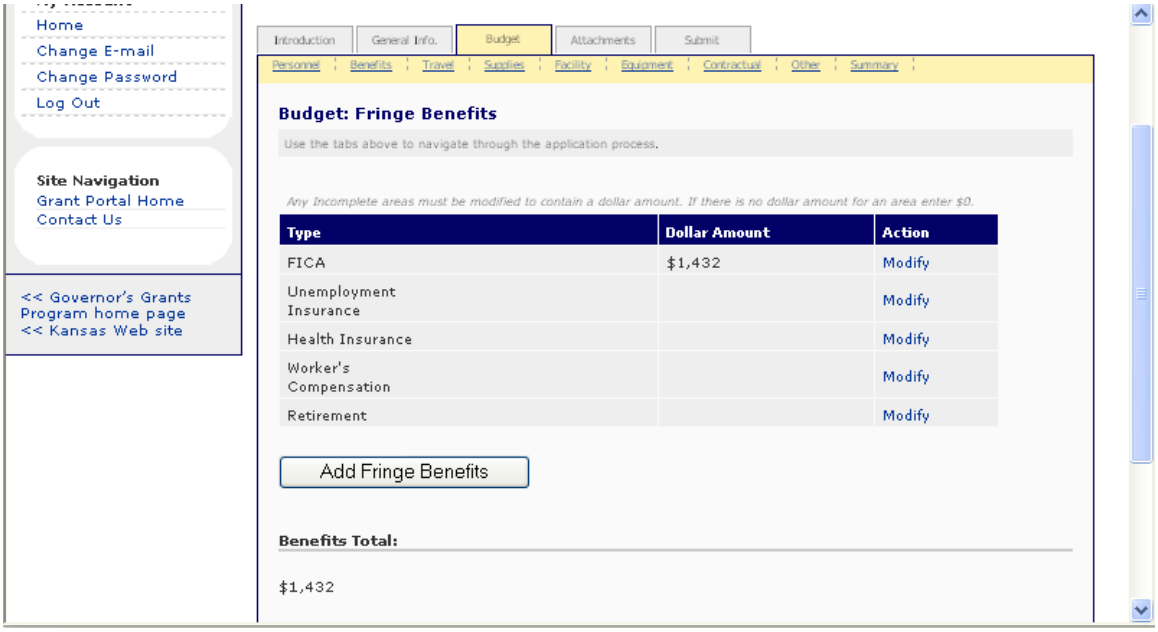


Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any

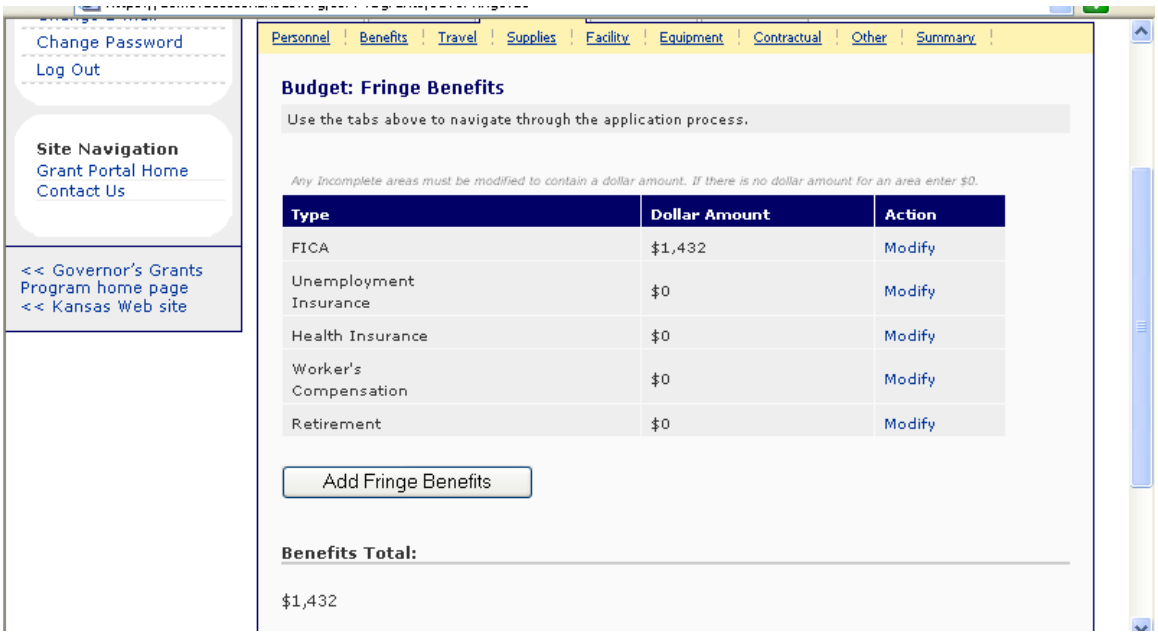
data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.



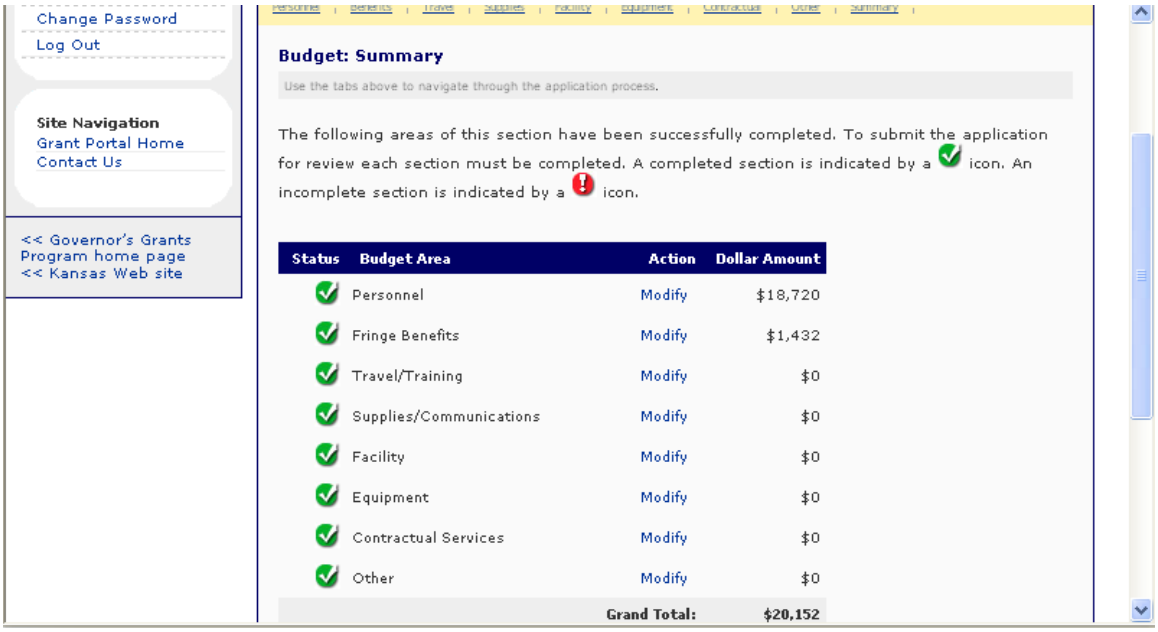
Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.



The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.



When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

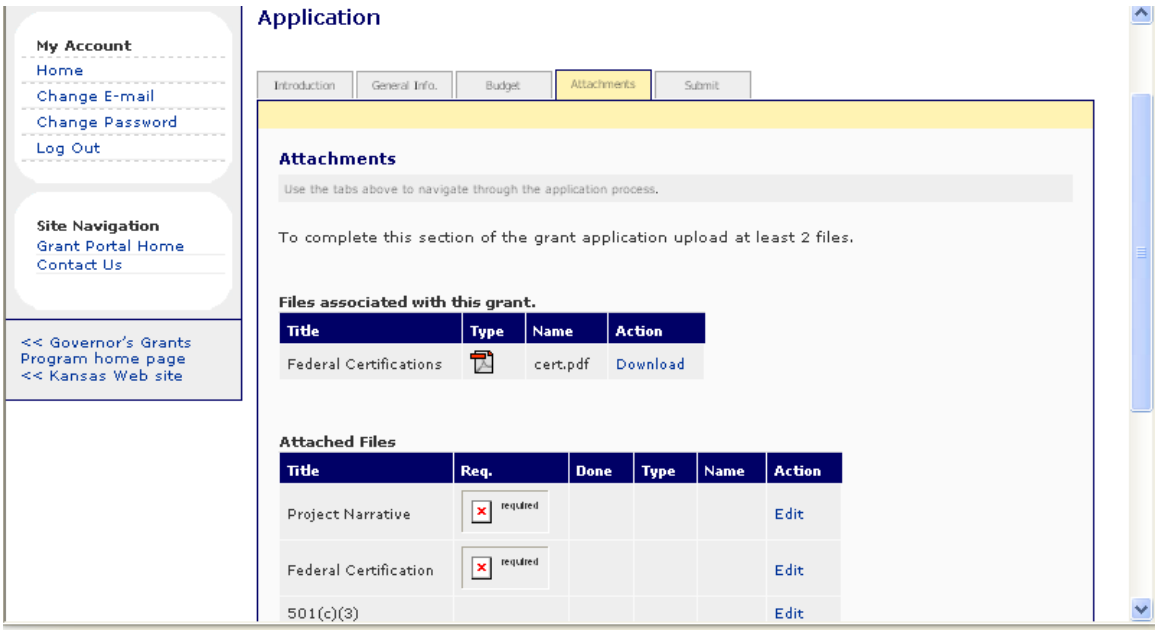


The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the 'Modify' link to go directly to that budget screen for editing.

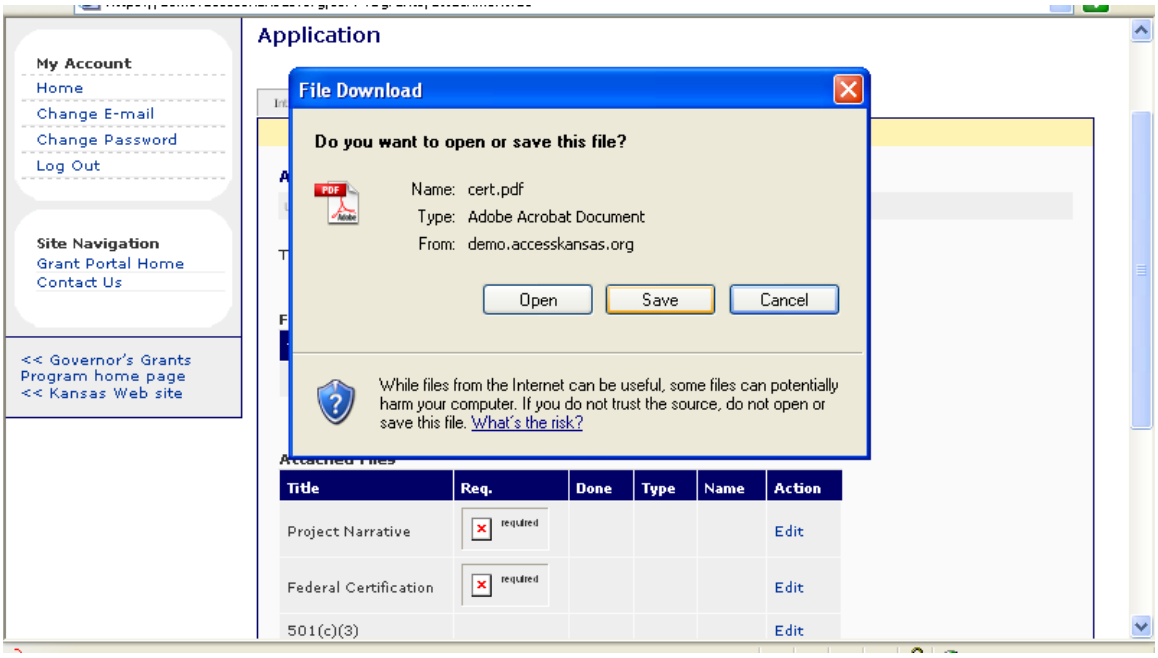
NOTE: *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

Attachments

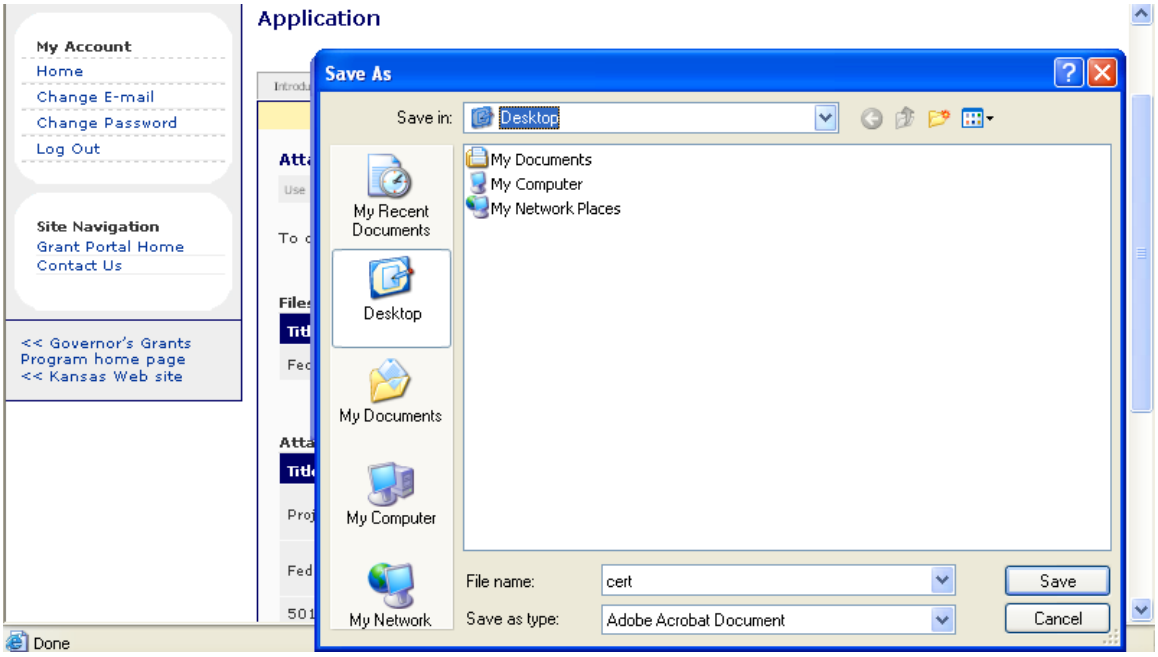
To continue with the application, click on the 'Attachment' tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user's desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: Project Narrative.doc.



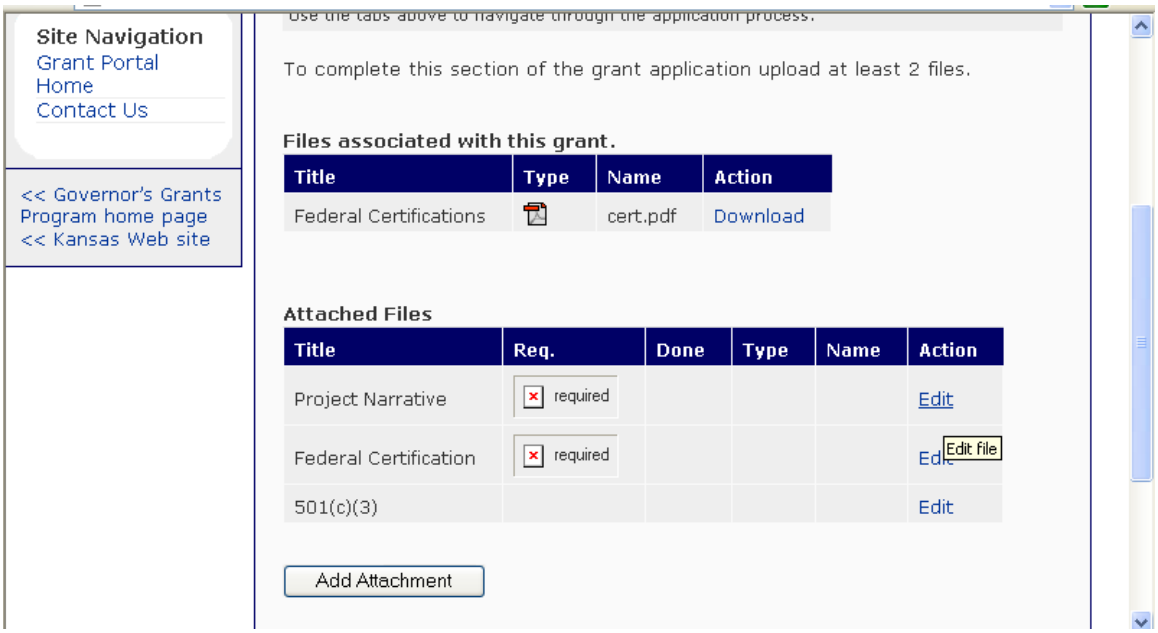
Form documents that applicant's are required to use are found under the heading "Files associated with this grant." Click on the 'Download' link to access the required form.



The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'



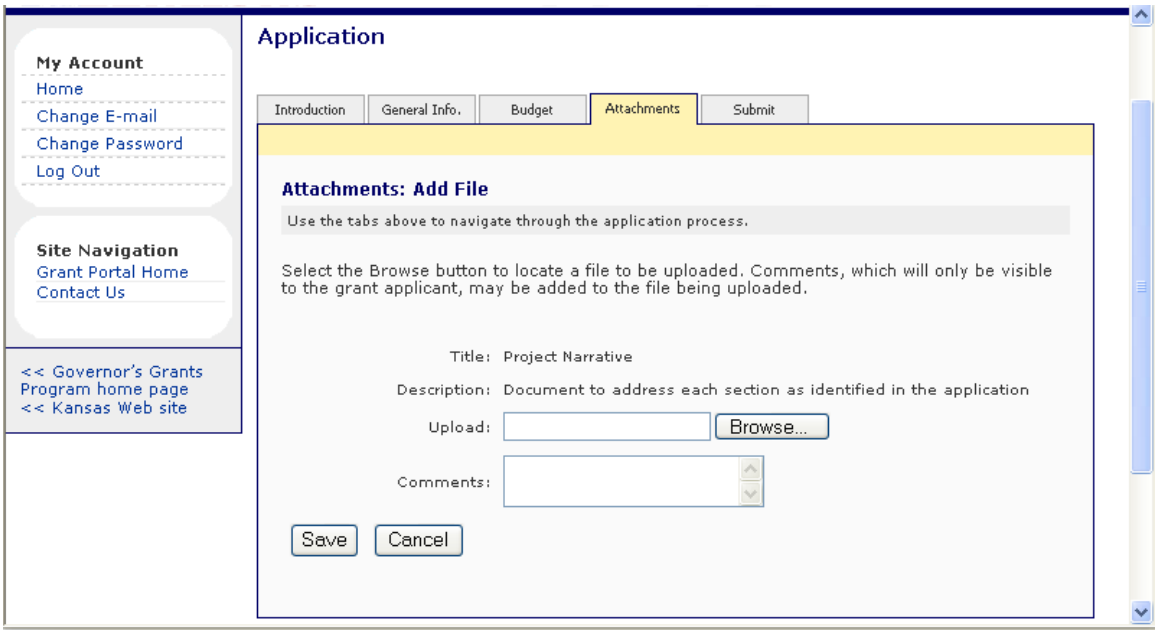
Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.



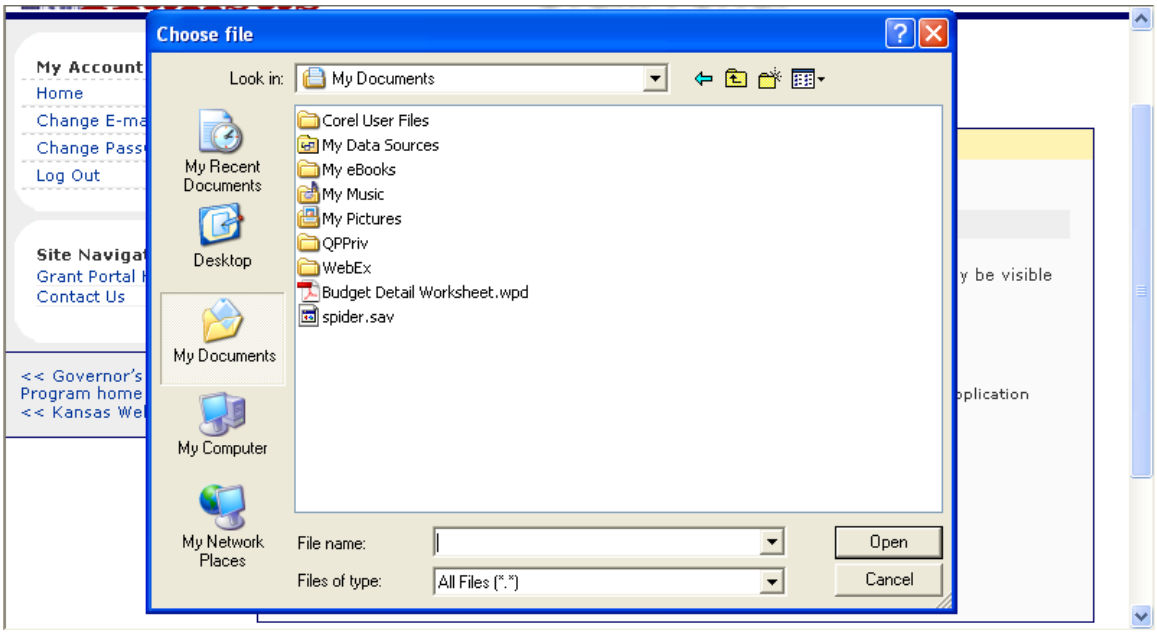
Under the heading "Attached Files," the user will see a list of required attachments that are found in the Grant Application Packet.

NOTE: The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

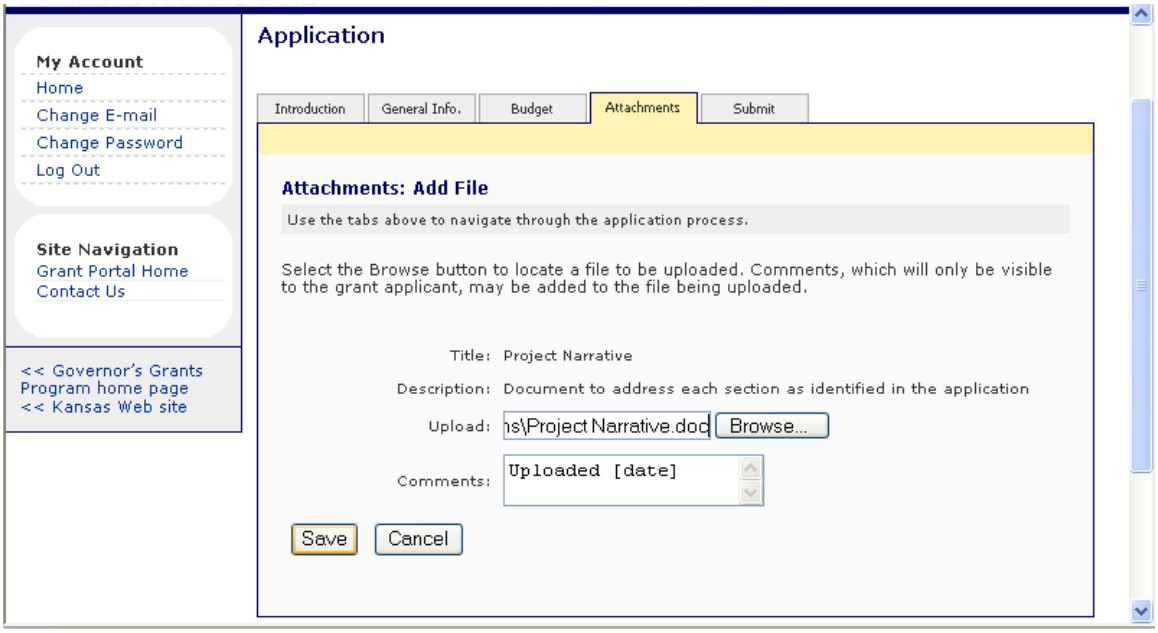
To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.



Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.

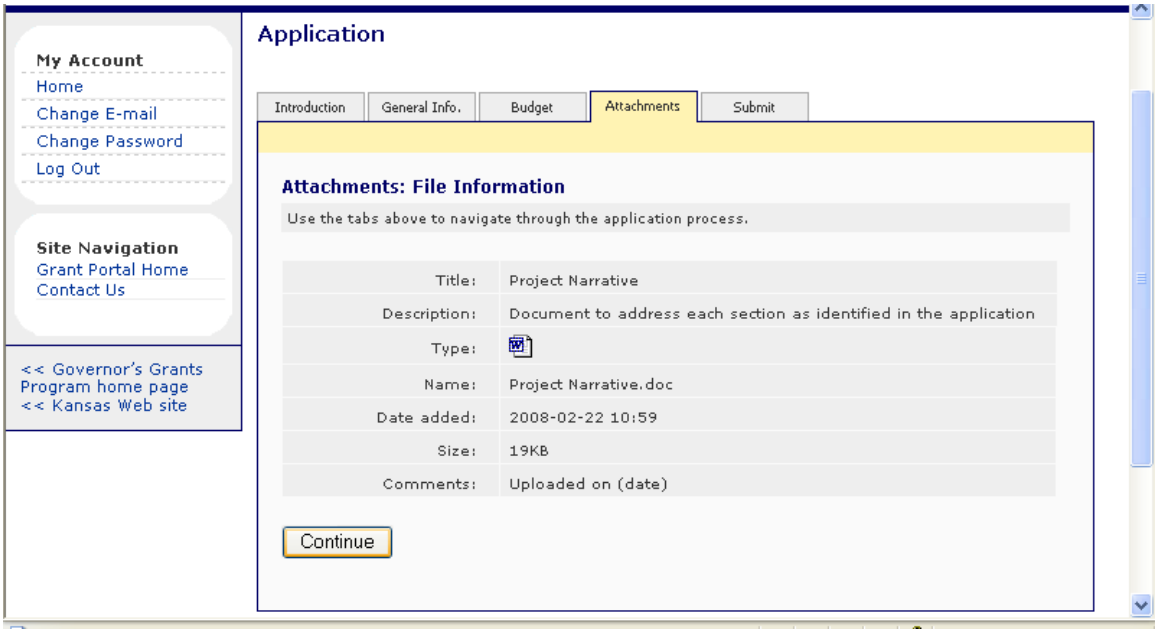


The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).

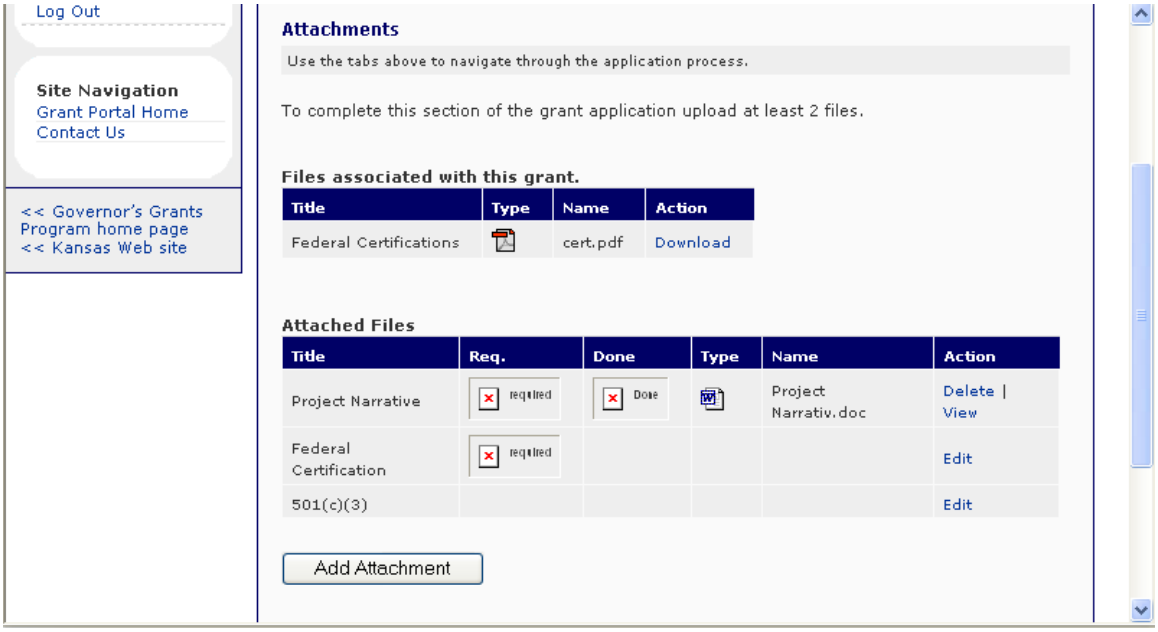


The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on 'Save'

at the bottom of the screen. (If the user clicks on 'Cancel,' display will return to the Attachments summary page.)

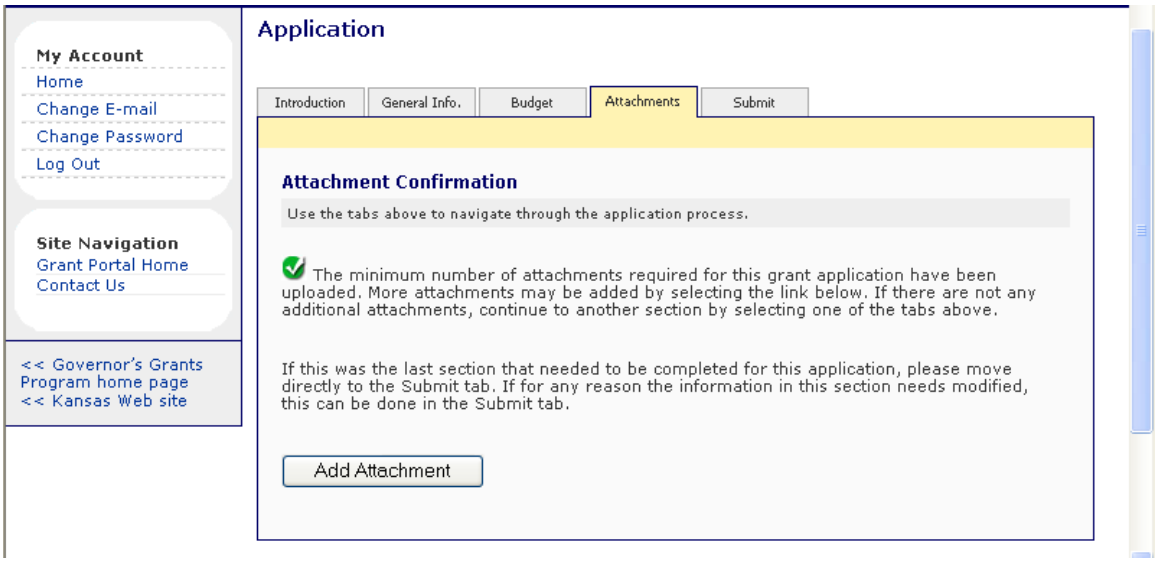


A verification page will display with the filename, date added, and size. If the information is correct, click on the 'Continue' button at the bottom of the screen and the user is directed back to the Attachments page.



As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the "Files associated with this grant" section. In the example above,

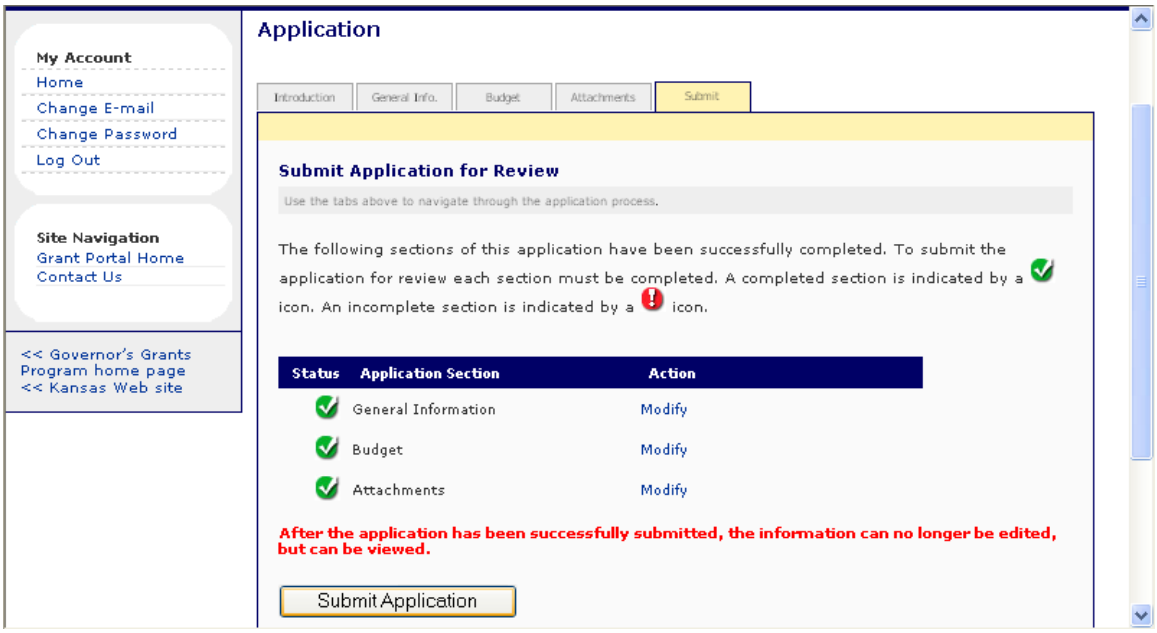
the 'Federal Certifications' document has been downloaded to the user's desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user's desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on 'edit,' selecting the file from the browse window and verifying the filename.



When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing attachments or add additional attachments by clicking on the 'Add Attachment' button, or may proceed with submitting the application.

Submit

To continue with the application process, click on the 'Submit' tab across the top of the screen.

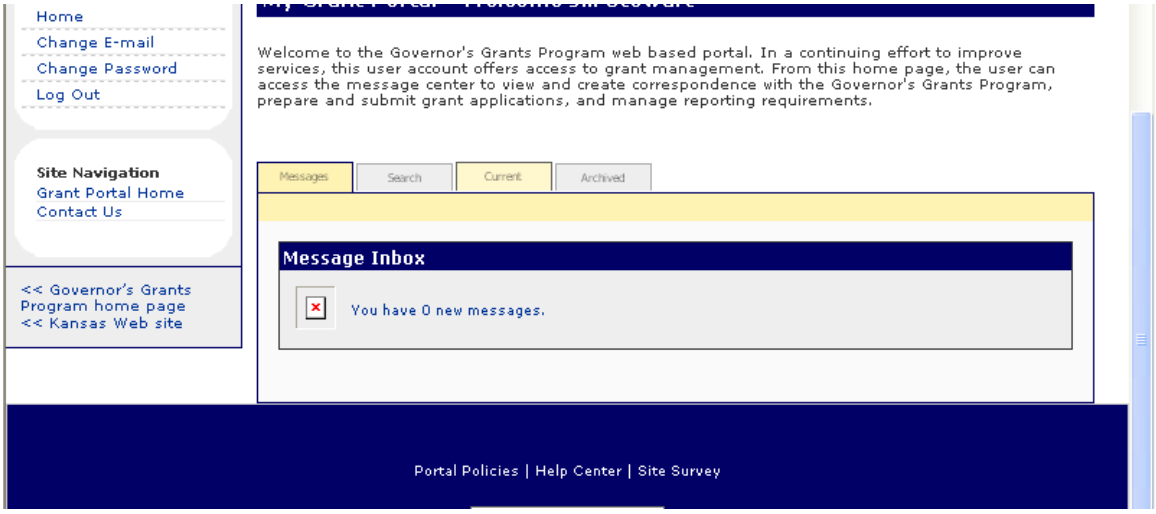


The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the 'Modify' link to go directly to that section for editing. If all sections are complete, click on the 'Submit Application' button at the bottom of the screen.

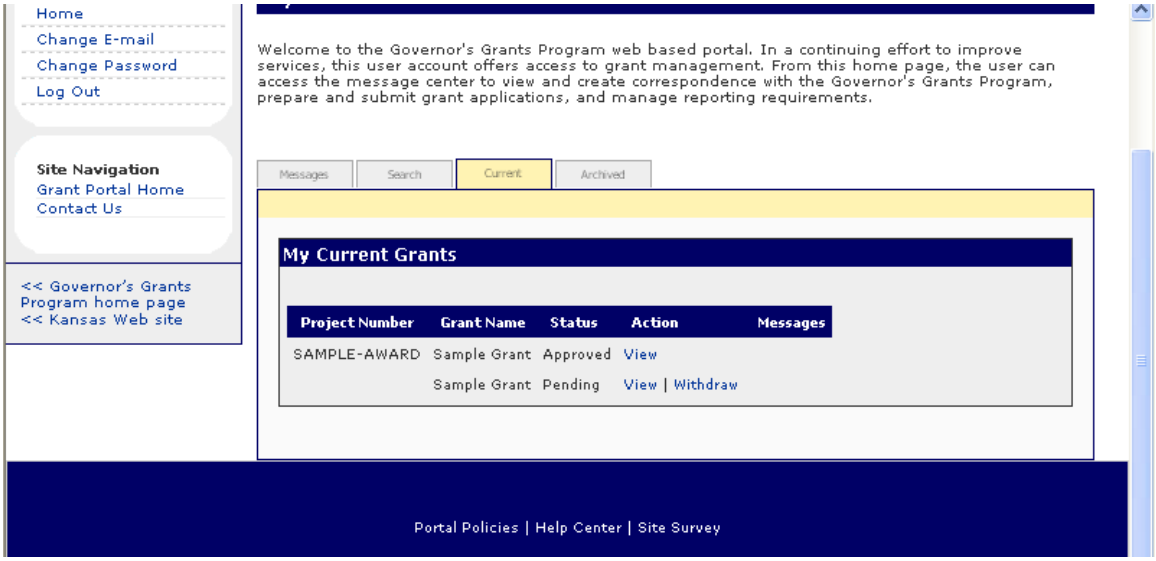
NOTE: After submitting the application, it is locked to the user for any edits and may only be viewed.

The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.



In this view, the grant application just submitted is the second line with a "Pending" status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the 'Log Out' link on the left side of the screen.