

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS**



**Incarceration Reduction Amendment Act (IRAA)
Support Funding for FY2020**

Request for Applications (RFA)

IMPORTANT NOTICE

Application Deadline: 11:59pm ET November 1, 2019 in
OV SJG's electronic Grants Management System (eGMS) ZoomGrants™
To access ZoomGrants™ visit <http://www.OVSJG.dc.gov>

Hard copies of the application will not be accepted

You must have a registered user ID and password to apply in ZoomGrants™. For
ZoomGrants™ technical assistance, contact questions@zoomgrants.com or (866)323-5404,
10am– 7pm MT.

Table of Contents

About the Office of Victim Services and Justice Grants	2
Program Description	2
Overview	2
Availability of Funds.....	2
Eligible Applicants	3
Proposal Instructions	3
Applicant Profile.....	3
Abstract.....	3
Project Narrative.....	4
Organization, Experience, and Qualifications of Applicant	4
Corrective Action Plan.....	6
Attachments.....	6
What an Application Must Include	7
General Requirements	7
Administrative Requirements	7
Audit Requirement.....	7
Internal Revenue Service Requirement	8
Disclosure of Legal Proceedings.....	8
Office of Tax and Revenue (OTR) Requirement.....	8
Insurance Requirement.....	8
Additional Requirements	9
Additional Information	9
Award Notification	9
Award Decision Review Process.....	9
Payments Provisions	9
Restrictions on the Use of Funds	10
Funding to Faith-based Organizations	10
Civil Rights Requirements	10
Non-discrimination in Hiring and/or Delivery of Services and Discrimination Reporting	10
Contingency Clauses	11
Monitoring	11
Risk Assessment Classification	12
Reporting.....	12
Inquiries	12
Review Process.....	12
Tips for Proposal Preparation	13

About the Office of Victim Services and Justice Grants

The Office of Victim Services and Justice Grants (OVSJG) mission is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. In order to accomplish its mission, OVSJG coordinates and funds community-based and District agencies who provide services to youth, victims of crime and justice-involved individuals. OVSJG is the State-Administering Agency (SAA) responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance. OVSJG also provides policy making expertise, advice, and counsel to the Executive Office of the Mayor on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence.

Program Description

Overview

The Office of Victim Services and Justice Grants is seeking applications for funding to support services and supports necessary to effectuate implementation of the Incarceration Reduction Amendment Act (IRAA), codified as Title III of the Comprehensive Youth Justice Amendment Act (D.C. Law 21-238). IRAA established a process for review of a defendant's sentence and created opportunities for judicial discretion (eliminating mandatory minimum sentences for juveniles) and the possibility for reduced prison terms imposed on defendants convicted of an adult offense prior to their 18th birthday. Grant funds shall support facilitation of these efforts, as well as related reentry services for those receiving reduced sentencing.

The full Comprehensive Youth Justice Amendment Act is available for review in the DC Council Legislative Information Management System (LIMS) at <http://lims.dccouncil.us/Download/35539/B21-0683-Introduction.pdf>

Additionally, the District's Corrections Information Council (CIC) released a thematic report related to the DOC inmates affected by IRAA in February 2019, and that report is available for review [here](#).

Availability of Funds

Funding will be available in the amount \$200,000 for a grant for a social work school that can demonstrate a partnership relationship with an organization (community-based or government) that has an established returning citizen "peer navigator" program to provide reentry support to returning citizens sentenced as teenagers and young adults and released after decades of incarceration. Applicants must specifically identify the organization(s) with which they will partner for peer navigation services to be provided to individuals post-release and submit a letter of support or MOU from any partner.

Program Requirements: Any selected grantee is required to coordinate its efforts with the two previously selected grantees selected under the OVSJG IRAA Support Funding Grant Solicitation released in August 2019. The two previously selected organizations include:

- The Justice Policy Institute, whose role is to support implementation, coordination, and analysis of the Incarceration Reduction Amendment Act of 2016 (“IRAA”); and
- The Georgetown Criminal Justice Clinic, whose role is to represent and provide legal coordination for individuals seeking to petition for sentence review pursuant to IRAA.

The FY2020 award period will be Fiscal Year 2020 (from date of award – September 30, 2020).

OVSJG reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the, if awarded, grant, grant agreement, or Memorandum of Understanding are contingent on the continued District funding, grantee performance, and/or reduction, elimination, or reallocation of funds, and in accordance with applicable sections within the grant award and/or agreement.

Eligible Applicants

Eligible applicants are limited to: public agencies; private nonprofit organizations; faith- and community-based organizations; and colleges or universities.

Applicants may develop collaborations or partnerships to carry out the goals and objectives of the RFA, preferably with District-based organizations with substantial experience in criminal and juvenile justice issues. Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability. Preference shall be given to applications that minimize administrative costs in favor of applying funding toward direct services.

Proposal Instructions

All applicants are required to apply before **11:59pm ET November 1, 2019** using ZoomGrants™ <https://zoomgrants.com/gprop.asp?donorid=2121&limited=1902>.

The purpose and content of each section of the application is described below. Applicants should include all information needed to adequately describe their proposed project plan. It is important that proposals reflect continuity among the program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each applicant must include all information requested in the Applicant Profile. Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant.

Abstract

A brief description of the project including goals, population targeted, and number to be served. (300 CHARACTER LIMIT)

Project Narrative

This section of the application should contain a description of the proposed activities that demonstrates the applicant's understanding of the overall project being requested and the relevant legislation establishing the need for the available funds. The Narrative should include design and format of service delivery or format of any final deliverable (e.g., written report, public presentation, etc.). (30,000 CHARACTER LIMIT)

All applicants should use this section to:

- Clearly state the goals, objectives, and activities of the project. These activities must be in alignment with the stated goals, objectives, activities, and deliverables of this solicitation.
- Articulate the strategy for accomplishing each goal and objective including a description of key project phases and milestones, timeline, specific tasks, activities, staff responsibilities, interim deliverables, and final products.
- Identify key partners involved in the project and the tasks they will complete on behalf of the project. Identify necessary partners needed to accomplish the proposed project plan, and explain how you currently collaborate or plan to collaborate with them to accomplish project goals and objectives.
 - This section should include plans for delivery of re-entry services and supports, plans for student engagement with the program, plans for peer navigation partnership efforts (MOU or letter of support should be provided), engagement strategies for returning citizens, intended partnerships with local organizations or government agencies/offices that you will engage or have partnerships with that interact with or provide direct support to returning citizens, etc.

Organization, Experience, and Qualifications of Applicant

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- Information and evidence regarding the qualifications, experience, expertise, and capability of the applicant to respond to the RFA; and
- Past and present specific experience in successfully planning and implementing a project like that required in this RFA.
 - This section should include organizational capacity or experience working with returning citizens, and/or experience with providing case management to vulnerable adults ages 30-50 with similar needs or challenges as those that will be returning through the IRAA petition process.

Performance Measures

Performance measures are values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Outputs measure the products of a program's implementation or activities. These are generally measured in terms of the volume of work

accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created.

Examples of performance measures include:

- # of referrals for peer navigator partnerships
- # of peer navigators connected to IRAA client
- # of IRAA clients served
- # of university of school of social work students engaged in the IRAA support project
- # of project materials developed
- # of partnerships developed with local organizations supporting returning citizens (MOUs)

Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes.

Examples of outcomes include:

- Increased engagement in reentry supports
- No or low rate of re-arrest
- 100% of IRAA clients obtain employment
- 100% of IRAA clients achieve stable housing

This section must describe the applicant's current capacity to collect, analyze, and report on data on identified outputs and outcomes; the applicant's plan for collecting and reporting this data during the grant period; and how, if at all, the applicants will use OVSJG funds to improve this capacity. The list of outputs and outcomes must be included in the Project Work plan and not as part of this section.

Evaluation Plan

Applicants must submit an evaluation plan that describes how the applicant intends to keep records of services provided, how services are provided, the number of clients served¹, and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. The evaluation plan must also indicate how it relates to the output and outcomes. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current outputs and outcomes and evaluation plan.

Sustainability Plan

Applicants must submit a sustainability plan that discusses the prospects for continued funding for the project if grant funds are terminated and explain the efforts that have been made to continue the ideas, methods, techniques and operational aspects of the project when the grant funds are concluded. For agencies that received OVSJG grant funding in previous years (FY 18-FY 19), indicate if any new grants

¹ Applicants should identify data sources and explain how they come up with the intended number of individuals to be served.

have been received from efforts made during that year. This section of the application should also indicate planned future sources of funding or proposed strategic planning efforts. If the applicant is requesting partial funding under this RFA to support an existing project, the applicant must state, with specificity, the amount of funding that will be used from other sources, and must identify those sources.

Corrective Action Plan

For applicants who received OVSJG funding in FY19 and are designated as high-risk, describe progress related to the corrective action plan.

Attachments

- ***Project Work Plan and Logic Model*** (templates provided in ZoomGrants)
Please attach a Project Work Plan that list all project goals, objectives, activities, and outcomes. Please utilize the logic model template provided and include a logic model explaining the logical relationships between the project narrative description of program activities, outputs, and outcomes.
- ***Project Budget*** (template provided in ZoomGrants)
The Project Budget Template **must** be used in the preparation of the budget and budget narrative. Please refer to the specific instructions under each budget category in the Project Budget Template for more information on budget requirements.
- ***Memoranda of Understanding and/or Letters of Support***
All applications **must** include letters of support (LOS) or memoranda of understanding (MOU) from any proposed project partners. These letters or memoranda should describe the relationship between the partner and the primary applicant(s), and the roles and responsibilities of each, including any funding that will be provided to each. These letters should also be representative of a multi-disciplinary support base and demonstrate the need, the intended use, and the expected results from the use of the grant funds.

What an Application Must Include

Application Checklist

The following information constitutes a complete response to this RFA and must be submitted before the deadline.

General Requirements

- Applicant Profile
- Abstract
- Project Narrative
- Organization, Experience, and Qualifications of Applicant
- Performance Measures and Evaluation
- Sustainability Plan
- Logic Model
- Project Work Plan
- Project Budget
- Memoranda of Understanding and/or Letters of Support

Administrative Requirements

- Audited Financial Statements of the organization's most recent fiscal year. Failure to submit them may lead to an automatic rejection of the application.
- DC Business License (or IRS determination letter as 501(c)(3))
- DC Clean Hands Certification
- Disclosure of Legal Proceedings
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Roster of Board of Directors (if applicable)
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services

Audit Requirement

All applicants are required to provide a copy of their most recent and complete set of audited financial statements available for their organization. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. **Applicants that received in the past fiscal year more than \$750,000.00 in funding from state and federal entities must also include their Single Audit Report.** If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. **Failure to include them may lead to an**

automatic rejection of the application. OVSJG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

Internal Revenue Service Requirement

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter), a current business license, and any correspondence or other form of communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

This requirement should not be construed to mean that all applicants are required to be a 501(c)(3) entity.

Disclosure of Legal Proceedings

All applicants are required to disclose in a signed written statement provided on organizational letterhead, the truth of which is sworn or attested to by the applicant's authorized official, whether the applicant, or where applicable, that its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has not:

- 1) Been indicted or had charges brought against them (if still pending) and/or been convicted of:
 - (a) Any crime or offense arising directly or indirectly from the conduct of the applicant's organization, or
 - (b) Any crime or offense involving financial misconduct or fraud; or
- 2) Been the subject of legal proceedings arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Office of Tax and Revenue (OTR) Requirement

All sub-grantees must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the entity has complied with the filing requirements of District of Columbia tax laws, that they are current on all taxes including Unemployment Insurance and Workers' Compensation premiums and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.

Insurance Requirement

All sub-grantees will be required to provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). OVSJG will provide additional guidance on all required documentation at the time of award.

Additional Requirements

OVSJG reserves the right to require additional certifications and/or information in accordance with applicable federal or District requirements including the [OVSJG Grant Management Policies and Procedures Manual](#) and the *City-Wide Grants Manual and Sourcebook*. OVSJG will provide written notice of any additional requirements at the time of the award.

Additional Information

Award Notification

The Office of Victim Services and Justice Grants follows the competitive process for awarding grants in accordance with the [OVSJG Grant Management Policies and Procedures Manual](#) (<https://ovsig.dc.gov/page/grant-management-resources-grantees>) and the *City-Wide Grants Manual and Sourcebook* (www.opgs.dc.gov). All applications will be considered under the federal and District guidelines that determine allowable expenses and activities.

The Office of Victim Services and Justice Grants will notify all applicants of the final award decisions within ten working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request, and outline the necessary steps the applicant must complete to establish the grant award.

Award Decision Review Process

An applicant has ten (10) calendar days from the date the notification letter is sent to request in writing a more elaborate explanation of OVSJG's decision.

The request shall be sent to the following address:

Office of Victim Services and Justice Grants
ATTN: FY 2020 IRAA Support Funding
441 4th Street, NW, Suite 727N
Washington, DC 20001

It may also be submitted via email to: ovsig@dc.gov. Please refer OVSJG [Grant Management Policies and Procedures](#) for complete guidelines.

Payments Provisions

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which results from this RFA. Grant funds will be awarded on a cost-reimbursement basis. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the sub-grantee's expenditure statements.

Restrictions on the Use of Funds

In addition to any specific funding restrictions described in this RFA, all sub-grantees must expend grant funds in accordance with the cost principles delineated by the Office of Management and Budget (OMB) and the U.S. Department of Justice, Office of Justice Programs, Financial Guide https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf, the [OVSJG Grant Management Policies and Procedures Manual](#) and the District of Columbia *City-Wide Grants Manual and Sourcebook*.

Funding to Faith-based Organizations

Applicants from faith-based organizations (FBO's) are invited and encouraged to apply for eligible grant activities described in this RFA. Faith-based organizations will be considered for awards on the same basis as other eligible applicants and will be treated on an equal basis with other sub-grantees should they receive an award. No eligible applicant or sub-grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. However, grant funds may not be used to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVSJG funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

Civil Rights Requirements

Successful applicants must be able to demonstrate compliance with federal and District Civil Rights requirements. If applicant is selected for a grant award, sub-grantees will be required to post and display the *District of Columbia Equal Employment Opportunity* poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the **District of Columbia Language Access Act**. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. Language access includes access to certified interpreters and translated materials. *All applications should demonstrate a plan to ensure compliance with the District's Language Access Program.*

Non-discrimination in Hiring and/or Delivery of Services and Discrimination Reporting

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, sub-grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, sub-grantees agree to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the

Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith-Based and Other Neighborhood Organizations).

Contingency Clauses

- 1) OVSJG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for sub-grantees is contingent on continued funding from the grantor.
- 2) This RFA does not commit OVSJG to award grants or sub-grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify applicants of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal or District regulation or requirement.
- 3) OVSJG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
- 4) OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants’ sole responsibility.
- 5) OVSJG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
- 6) OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- 7) If there are any conflicts between the terms and conditions of the RFA and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Monitoring

The Grant Manager will monitor program services and financial administration pursuant to the terms of the grant agreement and will make onsite visits to the grantee’s service facilities.

Monitoring efforts are designed to determine the grantee’s level of compliance with federal and/or District requirements and identify specifically whether the grantee’s operational, financial and management systems and practices are adequate to account for program funds. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of

the grant. New grantees and grantees that have a high-risk classification must provide all financial back-up when submitting reimbursements and are also subject to more frequent onsite visits.

Risk Assessment Classification

If the application is awarded a grant, a risk assessment classification system will be used to assist in determining the level of sub-grantee monitoring to be performed and the frequency thereof. After a grant is awarded, the sub-grantee will receive a risk classification based on past financial and programmatic reporting of the sub-grantee, documentation submitted with the application, and other factors as detailed in the [OVSJG Grant Management Policies and Procedures](#).

Reporting

All grantees are required to submit quarterly programmatic reports and financial requests for reimbursement. The programmatic reports must indicate the status of the goals and objectives as determined by the grantee in their application. The grantee should also include any successes or challenges encountered during the report period. The financial reports indicate the status of program spending by category and are submitted along with all receipts, invoices or other documentation of expenditures, as required based on risk status. Both financial and programmatic reports are due no later than the 15th day after the end of the reported quarter. Fourth quarter financial reports will be due by the 10th of October.

Failure to submit complete programmatic reports by the date due will result in withholding of reimbursements, as well as a Notice of Programmatic Delinquency. More than one Notice of Programmatic Delinquency may result in the termination of funding for the fiscal year.

Inquiries

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing or by e-mail. **All questions must be received by August 9, 2019.** Questions and answers that result in an amendment to the RFA will be posted on the OVSJG website under Current Funding Opportunities (<https://ovsjg.dc.gov/page/current-funding>) and the Office of Partnerships and Grant Development, District Grants Clearinghouse at: <https://www.opgs.dc.gov>. Questions that can be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to ovsjg@dc.gov, Attn: FY 2020 IRAA Support Funding. Oral explanations or instructions given prior to the award of grants will not be binding.

Review Process

The Office of Victim Services and Justice Grants may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness,

proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The final decision on awards rests solely with the Director of the Office of Victim Services and Justice Grants. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVSJG shall decide which applicants to fund and the amounts to be funded.

Tips for Proposal Preparation

OVSJG recognizes the level of time and effort that applicants must put into developing proposals for submission. In order to tailor the application process to be as efficient and expeditious as possible we request that each applicant adhere to the following:

- The Application Profile must be signed by the Authorized Official.
- Round all budget figures to the nearest dollar.
- Use the What an Application Must Include (page 7) checklist to guide the completion of your grant application packet.
- Use the templates provided for the Project Work Plan and Budget as guides for your application.