



GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION APPLICATION FOR YEAR 4



**Attorney General Ellen F. Rosenblum
Oregon Department of Justice
Crime Victims' Services Division
1162 Court Street NE
Salem, OR 97301-4096**

Award Period: August 1, 2016 –July 31, 2017
RFA Release Date: Monday, May 9, 2016
Online Application Due Date: Monday, June 13, 2016 at 8:00 p.m. PST

GENERAL INSTRUCTIONS

Safer Futures is a project of the Oregon Department of Justice, Crime Victims' Services Division (DOJ CVSD). Safer Futures is made possible by a federal Pregnancy Assistance Fund Grant #1SP1AH000019 from the Office of Adolescent Health, U.S. Department of Health and Human Services. These instructions are applicable to existing Safer Futures grantees and provide guidance on the preparation and submission of a non-competing continuation grant application.

The purpose of a non-competing continuation grant application is for grantees to demonstrate satisfactory progress in achieving the objectives of their projects during the current budget year and to support the award of continued funding for the subsequent budget year. This guidance should be used in conjunction with the 2013-2017 Safer Futures Funding Grant Application under which the competing grant application was funded. The 2013-2017 Safer Futures Funding Grant Application provides information and guidance for the entire four year project period. All application materials are posted at http://www.doj.state.or.us/victims/pages/safer_futures_grantees.aspx.

Grantees must provide the following information in their non-competing continuation applications:

- Project description
- Sustainability assessment
- Sustainability plan
- Goals and objectives
- Work plan
- Logic model
- Budget
- Memorandum of understanding
- Subcontracts (if applicable)

DOJ CVSD reserves the right to make or deny an award without requesting clarification of the application received. Therefore, applicants are encouraged to submit proposals that are complete, accurate and self-explanatory. By submitting an application, an agency agrees to comply with all CVSD grant agreement requirements. A sample 2015-2016 Grant Agreement is available on the CVSD website at: http://www.doj.state.or.us/victims/pages/safer_futures_grantees.aspx.

The applicant is responsible for completing and saving all application information in EGrants. CVSD accepts no responsibility for an applicant missing information contained on the CVSD EGrants system. Applicants may contact appropriate CVSD staff to request informal feedback and technical assistance regarding their grant application.

NON-COMPETING APPLICATION SUBMISSION

DOJ CVSD provides grantees with the ability to submit this non-competing continuation application electronically via EGrants at www.cvsdegrants.com. Hard copy submissions are no longer accepted by DOJ CVSD. Any applications submitted via any means other EGrants will not be accepted. Grantees are encouraged to initiate electronic applications early in the application development process and to submit early on or before the due date. This will aid in addressing any problems with submission prior to the application deadline.

Electronic applications submitted via the EGrants system must contain completed online forms required by the application. **Applications must be received by Monday, June 13, 2016 by 8:00 p.m. Pacific Time.** Applications submitted electronically to EGrants after the deadline will not be accepted for review.

EGRANTS RESOURCES

EGrants User Guide

The CVSD EGrants Applicant User Guide is the resource for questions related to navigating the system. The Guide is available in a downloadable PDF format at the Oregon Department of Justice Crime Victims' Services Division web site <http://www.doj.state.or.us/victims/pages/egrants.aspx>.

Form Instructions

Additional help is available in the Form Instructions PDF document available on the 'Application Menu – Forms' of the Safer Futures Funding Non-Competing Continuation Application 2016 found in EGrants. These form instructions replace the "Show Help" instructions that have been available in past Safer Futures applications as a feature of each EGrants form page.

CONTACT INFORMATION

For questions specific to the application or application process, please contact Christine Heyen, Safer Futures Fund Coordinator, (503) 378-5303, Christine.p.heyen@doj.state.or.us.