Instructions for Application to the Grants for Adaptive Sports Programs for Disabled Veterans and Members of the Armed Forces program

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BEFORE YOU BEGIN THE PROCESS PLEASE NOTE THE FOLLOWING -

- The Grants for Adaptive Sports Programs for Disabled Veterans and Members of the Armed Forces program is for non-federal government entities with significant experience in managing a large-scale adaptive sports program for persons with disabilities, if those disabilities are those that many disabled Veterans and disabled members of the Armed Forces have.

- In compliance with the Office of Federal Financial Management (OFFM) policy directive, electronic submission is mandatory; hard copy submissions are not accepted.

- Applications for the FY2019 VA Adaptive Sports Grant must be submitted by 11:59 p.m. Eastern Time on May 14, 2019.

- Information to fill out Standard Forms (SF-424, SF-424A, and SF-424B) required in the application are located at Grants.gov (https://www.grants.gov/web/grants/forms/sf-424-family.html).

- Information and updates including frequently asked questions and mandatory application forms not available through Grants.gov are posted on the VA Adaptive Sports Grant Program webpage (https://www.blogs.va.gov/nvspse/grant-program/) during the application period.

- The proposed Adaptive Sports Program Narrative (Narrative.pdf) and any attachments the applicant includes with the SF-424 should be in Arial font, 12 point, and black print on white background.

- If the adaptive sports activities will be implemented through partnerships as described in §§ 77.5(a)(5) and 77.8(b), signed documentation of the partners confirming a partnership must be submitted. Without the partnership documentation, the project will be evaluated as the proposed partnership has not been officially established and cannot be verified.

STEP 1:

The applicant must be registered at Grants.gov (http://www.grants.gov/web/grants/register.html) NOTE: Registration takes, approximately, 3-5 business days; but, allow 4 weeks to complete all steps. These steps include registration for a D-U-N-S Number (http://fedgov.dnb.com/webform) and registration in the

System for Award Management (SAM) (https://www.sam.gov/SAM/) with details available at the SAM Learning Center (https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM).

NOTE- If an organization fails to maintain current registration in each system and one or more registrations expire, the organization will revert to ineligible status.

NOTE – Only individuals registered as an E-Business point of contact for an organization in Grants.gov may submit a grant application through Grants.gov. Failure to verify and have a current organizational E-Business point of contact would make you ineligible.

NOTE – Some browsers, such as Internet Explorer or other legacy browsers, will not access SAM.

NOTE – There are no fees associated with any step of this application process, this includes registration SAM.gov and Grants.gov, and acquiring a DUNS number.

STEP 2: Identify Opportunity Number VA-SPORTS-19 in www.grants.gov to create your application.

STEP 3: Include the following 5 forms in your application

- Access and complete the following official forms using Grants.gov Workspace:
  - **SF-424**
  - **SF-424A**
  - **SF-424B**

- Download and complete the following mandatory Department of Veterans Affairs forms from the VA Adaptive Sports Grant webpage https://www.blogs.va.gov/nvspse/grant-program/ :
  - **VA Form 10091 FMS Vendor File Request Form**
  - **VA Form 10096 Adaptive Sport Grant Application**

NOTE – Training on using Grants.gov Workspace is located at https://www.grants.gov/web/grants/applicants/workspace-overview.html.

NOTE – Grants.gov discontinued the use of the downloadable application package. Therefore, it is no longer an option to complete an application offline. The two VA forms and any other attachments must be uploaded by the applicant to the application package as attachments through Grants.gov Workspace.

STEP 4: Before you submit be sure to:

- Review all documents for completeness and accuracy. Grants.gov conducts a review for inclusion of mandatory data in the SF-424 Series Forms in order to allow submission through Grants.gov; however, Grants.gov does not provide a review process for mandatory data in other attachments such as VA Forms.

- Review all documents for mandatory signatures. For example, a Letter of Support without a signature does not verify a partnership relationship exists and therefore will not be assessed as meeting the verification of partnership criteria.

- Review all documents for allowable expenses. Unallowable expenses are not authorized and are grounds for elimination of the application from consideration for award. If an expense is unclear, VA may assess it as unallowable.

- Review documents for compliance with naming protocols established in Section IV.(B) of the VA-SPORTS-19 Notice of Funding Availability.

    - Narrative.pdf
    - SF-424.pdf
    - SF-424A.pdf
    - SF-424B.pdf
    - VA-10096.pdf
    - VA-10091.pdf
    - Letters.pdf

NOTE – The Frequently Asked Questions document located in the "Apply" tab at the VA Adaptive Sports Grant Program webpage http://www.va.gov/adaptivesports/va_grant_program.asp provides more information.

How to know your submission is complete:

After clicking on the "*Sign and Submit*" button in Workspace you will receive the *Confirmation Page* and be provided a tracking number.

You may review the status of your grant request at http://www.grants.gov/ website.

How to track the status of a completed grant application:

The applicant can check the status on the Track My Application page at http://www.grants.gov/web/grants/applicants/track-my-application.html.

The applicant may identify their application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

NOTE – The Track My Application feature only provides information on whether or not VA has downloaded the application for review. Therefore, once it is downloaded, subsequent information on status will be provided by VA. Notifications from VA are estimated to be sent on or prior to September 30, 2019.

How to modify your application:

Until 11:59 p.m. Eastern Time on May 14, 2019, grant applicants may submit amendments to the application as established in 38 CFR 77.6. Amendments submitted after May 14 may be considered and must be submitted directly to VA through the point of contact listed below. Grants.gov is not used in the amendment process after May 14, 2019.

Questions on the application process can be addressed to the following point of contact:

Mr. Michael F. Welch
Office of National Veterans Sports Programs & Special Events (10P4RN)
Suite 673C
Department of Veterans Affairs
810 Vermont Ave., N.W.
Washington, D.C. 20420
(202) 632-7136
Sports4Vets@va.gov