



Overview

This fact sheet provides information on the required application documents and forms for the Targeted Violence and Terrorism Prevention (TVTP) Grant Program.

Application Portal Submissions

For full application steps and timeline please see the fact sheet located on CP3 [TVTP Resource Page](#).

I. [GRANTS.GOV](#)

- SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

II. [ND GRANTS](#)

- SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
- SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
- SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO upon release, "Funding Restrictions and Allowable Costs," for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this Notice of Funding Opportunity, "DHS Awarding Agency Contact Information" for further instructions.



III. TVTP Program Required Forms and Information

The following program-specific forms or information are required to be submitted in ND Grants:

- **Project Narrative**, submitted as a **single** PDF attachment, includes the following components:
 - Cover Page
 - The name of the entity applying
 - The primary location (city/county and state/D.C./territory) of the applicant and the location(s) of activities (if different)
 - The name of the application track
 - The name of the project type(s)
 - The amount of funds requested
 - Project abstract, approximately 200 words, suitable for public release, describing the core elements of the proposed project
 - ND Grants EMW#
 - Body
 - Needs Assessment
 - Program design and Logic Model
 - Organization and Key Personnel
 - Sustainability
 - Budget Detail and Narrative
 - Appendices
 - [Implementation and Measurement Plan](#)
 - IRB Determination Request Form (If Applicable, please contact CP3 Grants at TerrorismPrevention@hq.dhs.gov to request this form. Please refer upon release to the NOFO Section F subpart (e) “Federal Award Administration Information - Protection of Human Subject in Research” for further information on IRB applicability to your program)
 - Resumes/CVs of Key Personnel
 - Documentation of Support
 - Letters of Recommendation (Optional)

See Appendix C of the NOFO upon release for detailed instructions on completing the Project Narrative. See also Appendix E of the NOFO upon release for a budget worksheet example.