

# **CRIME VICTIMS SERVICES DIVISION OFFICE OF THE ATTORNEY GENERAL**

## **Fiscal Years 2002 and 2003 Application Kit The Office of the Attorney General Victims' Assistance Discretionary Grants Program (VADG)**

The Office of the Attorney General Victims' Assistance Discretionary Grants Program (VADG) is a funding source intended for providing assistance and services directly to victims of crime, providing training regarding victims' assistance, providing public awareness about victims' assistance, emergency funds for victims, and other victim services. The rules for the VADG can be found in the Texas Administrative Code, Chapter 60.

### **Fund Description**

The Texas Crime Victims' Grant Program was created by TEXAS CODE OF CRIMINAL PROCEDURE, Arts. 56.54 and 56.541. TEXAS CODE OF CRIMINAL PROCEDURE, Article 56.33, designates the Office of the Attorney General (OAG) as the administering agency. The source of the funds is a biennial appropriation by the Texas Legislature from a fund collected from court costs and fees. These funds are constitutionally dedicated by Article I, Section 31, of the Texas Constitution.

### **General Information**

- Term of Funding:
  - January 1, 2002 to August 31, 2003 (20 month total grant period - two fiscal years)
  - January 1, 2002 to August 31, 2002 (8 months for fiscal year 2002)
  - September 1, 2002 to August 31, 2003 (12 months for fiscal year 2003)
  
- Maximum Award Amount:
  - None
  
- Application:
  - Apply for two fiscal years with one application (budget and narrative to cover 20 months).
  
- Eligible entities:
  - 1) local units governments
  - 2) non-profit agencies with a 26 U.S.C. § 501(c)(3) status
  - 3) state agencies
  
- Eligible purpose areas (eligible activities):
  - 1) direct victim services
  - 2) victim services training
  - 3) victim assistance public awareness
  - 4) provide emergency funds to victims (must be part of a larger program that provides direct services to victims)
  
- Eligible cost categories:
  - 1) personnel (to include salary and fringe benefits)
  - 2) professional and contractual services
  - 3) transportation, travel and training
  - 4) equipment
  - 5) indirect costs

## **Applying for a Grant**

**Step One:** Determine Eligibility

**Step Two:** Write the Project Narrative and Summary

**Step Three:** Develop the Budget

**Step Four:** Complete the Grant Application Cover Sheet

**Step Five:** Designate the Grant Officials

**Step Six:** Complete the Required Attachments

**Step Seven:** Submit the Application

### **Application Process**

There are a variety of steps in the grant application process. This application kit is designed to guide the applicant through the process.

If, at any time, you wish to speak to the CVSD Grants Coordinator, you may do so:

Melissa Foley  
CVSD Grants Coordinator  
(512) 463-0826  
melissa.foley@oag.state.tx.us

### **Step One** **Determine Eligibility**

#### **In This Step:**

- p** Is your agency or organization eligible to apply?
- p** Does the project meet one of the VADG purpose areas?

#### **Eligible Applicants:**

If the applicant agency meets one of the following descriptions, it is eligible to apply:

- ' Local Unit of Government.
- ' Non-Profit agency with a 26 U.S.C. sec 501(c)(3) status.
- ' State Agency.

#### **Specific Eligibility Requirements:**

All projects must meet **at least one** of the VADG purpose areas. Use the following checklist to determine if your project is eligible.

- ' Provide direct victim services
- ' Provide victim services training
- ' Provide victim services public awareness
- ' Provide emergency funds to victims

## Step Two Write the Project Narrative and Summary

### **In This Step:**

- p How to write a project narrative.
- p How to summarize the project.

### **Project Narrative:**

Each application should include narrative information using the format outlined below to explain the purpose, methodology, and evaluation methods for the proposed grant project. The project narrative should not be longer than five pages in length and should be printed in at least a 10 point font. Please retype each heading in order and then provide your response. Because many of the sections are related to others, be sure to provide only the information that the section requires, as providing more information than requested will cause redundancies. Remember that the grant application is for a 20 month period and the narrative (including data, objectives and goals) should be for a twenty month period.

### **Section 1: Problem Statement and Data**

In 40 words or less, provide a statement of the specific problem or problems this proposed project will target.

In addition to your 40-word-or-less problem statement, provide data that explains the problem. You should use only the most recent data that are verifiable and relevant to your target population. For example, do not use statewide data for a local problem statement and do not use national data for a statewide problem statement. Also, provide citations for the sources of these data. Provide only the problem statement and data in this section, no further explanation of the project or the project's goals, activities, or target population is necessary.

#### **Checklist:**

- ' Is the problem statement 40 words or less?
- ' Is the problem stated in such a way that a person unfamiliar with it could understand?
- ' Is the problem documented clearly with data?
- ' Are the data relevant to the geographic area of the project and not broader in scope?
- ' Are the sources for the data cited in a clear and verifiable format?

### **Section 2: Goal Statement**

Based on your problem statement, provide a goal statement in **40 words or less**. It should be a general statement reflecting the overall impact you intend the project to achieve during the twenty month grant period.

#### **Checklist:**

- ' Is the goal statement 40 words or less?
- ' Is the goal stated in such a way that a person unfamiliar with it could understand?
- ' Does the goal statement provide an overall understanding of the impact you intend the project to achieve?

### **Section 3: Target Group**

In this section, explain the target group for the project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people. This section should be no more than 100 words in length.

#### **Checklist:**

- ' Have you provided only the number of people to be served by this grant project and not general population figures?
- ' Have you fully explained the characteristics of the target group?
- ' Is the area of geographic impact specifically defined?

#### **Section 4: Project Activities**

This section should include a sound work plan that explains what activities the project will undertake during the twenty month grant period, the work products of project staff, and any other information that allows a reader to understand the specifics of the project's regular activities. Do not recap the problem, data, or target group; you have already addressed these issues in other questions.

#### **Checklist:**

- ' Are all activities to be performed during the grant term included?
- ' Could a person unfamiliar with your project read this section and understand how your project works on a daily basis?

#### **Section 5: Project Objectives**

Describe the information that the project will track to measure its success and levels of activity as well as information on current levels and target levels for each grant term during the twenty month grant period. You should be sure to include each of the following items:

- p** Output Measures-One type of objective that should be included in this section is output measures. For the project activities, determine the output measures, such as the number of victims served. These output measures show the level of activity of a project, but not to measure its success.
- p** Outcome Measures-Another type of objective that should be included in this section is outcome measures. Based on your goal statement, determine the outcome measures. Outcome measures are a project's way of measuring its overall success. All outcome measures should be both relevant to the project and reasonable in that you can show a clear correlation between the work of the grant project and the outcome.
- p** Current Data-For each of the output and outcome measures listed above, provide current data. Current data means the most recent information available. Be sure to include the time period for these data. If information for any output or outcome measure is not available simply write N/A next to the measure and explain why it is not available below.
- p** Target Levels-For each of the output and outcome measures listed under this section, provide the expected level for each outcome and output measure during each fiscal year of the grant period (fiscal year 2002: 1/1/02-8/31/02 and fiscal year 2003: 9/1/02-8/31/03).

#### **Checklist:**

- ' Have you included output measures to show your activity levels?
- ' Have you included outcome measures to measure the success of your project?
- ' Did you include all available current data for each measure or indicate why it's unavailable with N/A and an explanation?
- ' Did you include target levels for each measure to be achieved during the grant term?
- ' Are the target levels realistic given the time frame and budget?

#### **Project Summary:**

After developing the project narrative as outlined above, you should summarize sections one through five on a single page. This project summary is intended to be a short version of the narrative and is generally part of the information sent when OAG receives a request for information on a grant. Be sure that the summary is straightforward and easy to understand by a person unfamiliar with your project.

## Step Three **Develop the Budget**

### **In This Step:**

- p *What other state rules apply to grant funding in general?*
- p *How are funding amounts determined from year to year?*
- p *How do I determine if proposed expenditures are eligible?*
- p *How do I write the grant application budget?*

### **State Requirements:**

All VADG rules relevant to administering grants are published in the Texas Administrative Code. The rules listed in this application kit are those that OAG believes are necessary to your application. State law, however, requires all grantees to follow additional rules. As a result, the financial officer for a grant should be familiar with these rules that relate to grant funding in general.

- p Uniform Grant Management Standards (UGMS)

### **Budget Categories:**

When developing the budget, applicants must organize it according to a standard format. A sample budget showing the required standard format can be found on pages 21-24. The following rules apply to all budget categories:

- p All requested expenditures in a budget must be deemed **reasonable, necessary, and eligible** by OAG. If changes are made to a budget during the OAG review, the applicant will be notified.

### **Schedule A: Personnel (Salary and Fringe Benefits)**

Checklist:

- " Each salary complies with the relevant applicant agency's approved classification schedule. Alternatively, if the applicant does not have such a schedule, then the salary is commensurate with others paid in the geographic area for similar work and experience.
- " Positions listed in the personnel budget will spend at least 25% of their time on the grant activities. **Note:** Percent of time must equal the percent of salary charged to the grant and listed in the grant budget. If a staff member is paid partially from VADG funds, you must provide an explanation in the application from what sources the remainder of the salary is paid.
- " The application does **not** request any overtime pay for any personnel from grant funds.

### **Schedule B: Professional and Contractual**

Checklist:

- " If an application requests funding for individual consultants, the fees do not exceed \$450 per day or \$56.25 per hour. (The fees may include actual time for preparation, evaluation, and travel, in addition to the time for the presentation. Costs for transportation, hotel, and subsistence are not included in this maximum amount and may be made part of the contract separately.)
- " If an application requests funding for consultants associated with educational institutions, the amount requested per day does not exceed the consultant's annual academic salary, divided by 260.
- " The amount of funding requested for consulting by a for-profit or private nonprofit organization is determined through competitive bidding.
- " Funding requested for accounting, auditing, or bookkeeping services does not exceed \$56.25 per hour if provided by an independent individual. If an established organization is to provide such services, then the amount requested is determined by the lowest responsive bid.
- " If the applicant requests funding for an annual audit, the applicant agency expends at least \$300,000 in combined state funds.

### **Schedule C: Transportation, Travel and Training**

#### Checklist:

- ' Mileage, in-state per diem, hotel, car rental, airfare, and out-of-state per diem expenses will be paid according to the state travel guidelines for all travel expenses as provided in the current state appropriations act or the amount allowed in the applicant organization's travel policy, whichever is less. For more information on the state travel guidelines, go to [www](http://www). Or contact the General Services Commission, Travel Management System, P.O. Box 13047, Austin, Texas 78711-3047, (512-463-3559).
- ' All travel requested is for individuals assigned to the grant project.
- ' Registration fees for training conferences should be reflected in the travel schedule.

### **Schedule D: Equipment**

#### Checklist:

- ' All items of equipment requested have a unit cost of at least \$1,000 or are capitalized in the applicant agency's accounting records according to its own policies. (If an eligible item does not meet this definition, it is considered a supply.)
- ' Equipment is eligible only if personnel is assigned to the grant.

### **Schedule E: Supplies and Direct Operating Expenses**

OAG defines supplies and direct operating expenses as costs directly related to the day-to-day operation of the grant project and not included in other budget schedules. Allowable expenses include such items as utilities, costs for space, office supplies, shared usage costs of office equipment, vehicle operating expenses, fidelity bonds, paper, printing, postage, classroom instructional supplies, production costs for public service announcements, educational resource materials, vehicle leases, and emergency funds to victims.

#### Checklist:

- ' No funds are requested for project promotion through paid advertisements, including Yellow Page advertisements, or for promotional gifts, such as match books, bumper stickers, pens, T-shirts, or hats.
- ' Emergency funds for victims should not be used for expenses that can be reimbursed by the Crime Victims' Compensation program (i.e. funeral costs, medical expenses, counseling, etc.).
- ' If requesting emergency funds for victims, a policy on how the funds will be distributed, tracked, maintained, etc. must be included.

### **Schedule F: Indirect Costs**

#### Checklist:

- ' Personnel expenses claimed as indirect costs may not include payment for staff positions related to the grant but may include support or administrative expenses such as payroll services. The OAG may approve indirect costs in an amount not to exceed two percent of the OAG-approved direct costs in the grant award, unless the grantee has an approved cost-allocation plan. If the applicant has a cost-allocation plan, the applicant should indicate the indirect cost in its allocation plan as part of its application to the OAG.

### **Writing the Budget:**

The budget will be for a term of twenty months, which covers two fiscal years. All applicants must follow the format below when preparing their application budgets. For your convenience, OAG provides a sample format for the budget on **pages 21-24**.

- ' All applications must begin with a budget summary as shown in the Sample Budget.
- ' Under each of the budget categories/schedules, you must provide (1) the total requested for the first fiscal year (8 months), (2) the total requested for the second fiscal year (12 months), and (3) the total requested for the grant period (20 months). A brief narrative explaining the purpose for the budget request is required for each schedule. Under each category listed below are specific instructions.

**Schedule A: Personnel**

- (1) Provide the amounts requested for each term in each of the two categories-salaries and fringe benefits.
- (2) Provide brief job descriptions for each position.
- (3) Provide the number of positions to be funded.
- (4) Percentage of time position is assigned to and paid for by the grant.

**Schedule B: Professional and Contractual Services**

- (1) Provide the amounts requested for each term for professional or contractual services.
- (2) List each contract, including the purposes and funding amounts.

**Schedule C: Transportation, Travel and Training**

The following are the three travel categories that may be applicable to the project:

- p** local mileage and training costs (for day-to-day activities)
- p** in-state travel and training costs
- p** out-of-state travel and training costs.

Provide the total amounts requested for each term in each of the three travel categories:

- (1) the requested amount of funding
- (2) a narrative that explains the general purposes for the travel and
- (3) the policies that will be used for expending the costs, including personal car reimbursement rates, hotel costs, per diem, transportation, and registration fees.

**Schedule D: Equipment**

List equipment within specific categories of the types of equipment or by individual items of equipment. Provide the amounts requested for each term for equipment including:

- (1) the type and number of and (2) purposes for equipment

**Schedule E: Supplies and Direct Operating Expenses**

Provide the amounts requested for each term in each of the following eight categories for supplies:

- (1) office supplies
- (2) furniture
- (3) project supplies
- (4) vehicle operating costs
- (5) costs for space
- (6) communication costs and services (i.e. telephone, pager, cell phone ,etc.)
- (7) emergency funds to victims (include the policy for expending these funds)
- (8) other costs

Adequate, but brief, justification and explanation should be provided for each line item requested.

**Schedule F: Indirect Costs**

Provide the estimated cost of Indirect costs, if any. If not using the standard 2% of direct costs, then attach the approved cost allocation plan for your agency.

## Step Four

### **Complete the Grant Application Cover Sheet (Form VADG-1)**

#### **Applicant Information – 1, 2, and 3**

Enter the agency or organization's name. For state agencies and local units of government, the legal name must be the state agency, county, or city. Enter the Division of the Agency/Organization that will be administering the grant. Also enter the mailing address of state, county, or city office that would administer the grant, if funded.

#### **Eligible Purpose Areas – 4**

Select each purpose area that the grant project will focus on. You can choose more than one purpose area. At least one purpose area must be selected.

#### **Contact Information – 5**

Choose a person who is very familiar with the grant application as the contact person and enter their name, title, address, telephone number, fax number, and e-mail address. This will be the person who OAG staff members will contact with questions about the application, if any.

#### **State Payee ID# – 6**

All entities that have received funds from the state have been issued a state payee identification number. If unknown, first check with the chief financial officer for your agency/organization. If still unknown, use your employer identification number as assigned by the Internal Revenue Service.

#### **Debts – 7**

If your agency/organization is currently delinquent on a state or federal debt, check yes and attach an explanation. OAG will not award a grant to an applicant checking yes, unless they can show mitigating circumstances and OAG approves these circumstances.

#### **Requested Funding Amounts – 8**

Enter the amounts requested for VADG funds for each fiscal year during the twenty month grant term. Enter the total amount requested for the grant period.

#### **Project Title – 9**

Enter a title for your project that generally describes what the project does.

#### **Fund Type – 10**

Confirm the funding source under which your agency is applying.

#### **Geographic Areas – 11**

Enter the names of the counties that will be served by the project (only list cities if the project intends to serve part of any county).

#### **Grant Start Date – 12**

Verify the start date for the grant. The start date for all VADG applications will be January 1, 2002.

## Step Five **Designate the Grant Officials**

On the form provided, Designation of Grant Officials, complete the name, title, address, daytime phone number, and e-mail address for the project director, the financial officer, and the authorized official for the grant.

**IMPORTANT RULE:** The Authorized Official, the Financial Officer and the Project Director must be three different people. One person cannot be designated as more than one official. For example the District Attorney cannot be the authorized official and the project director.

### **Project Director:**

The project director must be the person responsible for the day to day activities described within the grant application. The project director may not abrogate his/her responsibility to ensure that the project is operated efficiently, effectively, and in accordance with all laws, rules, regulations, and guidelines that govern all VADG grants.

### **Financial Officer:**

This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer, comptroller or Board Treasurer.

### **Authorized Official:**

This person is the official who is authorized to apply for, accept, decline, or cancel the grant for the applicant agency/organization. This person must be the county judge, the executive director, the president of the board, or other official designated to assume responsibility for this grant. The resolution from the governing body must designate the authorized official for this grant.

## Step Six **Complete the Required Attachments**

The applicant should submit the required attachments with the grant application. If the applicant cannot submit an attachment with the application, then the applicant should include a note indicating the reason and expected date of submission, in place of the form. If an attachment is not in the application, the OAG will provide the applicant with a deadline by which to submit it. If all of these items are not cleared by the deadline, OAG may either deny or postpone funding to the applicant or attach a special condition to the award affecting the grantee's ability to access funds.

### **Resolution - No Form Provided:**

- p Resolution**—Applicants for Victims' Assistance Discretionary Grants must include with each application a resolution from the governing body. This resolution must authorize:
- (1) submission of the application to OAG
  - (2) clearly identify the project for which funding is requested
  - (3) a statement that in the event of loss or misuse of VADG funds, the governing body assures that the funds will be returned to OAG in full
  - (4) a statement that the governing body of the governmental entity will not use the existence of a VADG award to offset or decrease total salaries, expenses, and allowances that the applicant receives from the governing body at or after the time the grant is awarded
  - (5) an authorization to designate an authorized official, if necessary.

**Attachments With Forms:**

There are also several additional forms to complete. They include:

- p Comprehensive Certification
- p Certified Assurances
- p Nonprocurement Debarment Certification

**Step Seven**  
**Submit the Application**

**In This Step:**

- p *How do I put the application together?*
- p *Where and when do I send the application?*
- p *Where and when should I send the application?*
- p *What happens to an application once it arrives at OAG?*
- p *How do I know if my application has been funded?*
- p *What can I do if I want to appeal a decision made by OAG Grants Coordinator?*
- p *When would the OAG place a special condition on a grant?*
- p *What kind of reporting requirements will the OAG require?*

**Compiling the Application:**

After completing all portions of the application, then compile the application in the following order for submission:

- p Grant Application Cover Sheet
- p Designation of Grant Officials
- p Application Project Narrative
- p Project Summary
- p Application Budget
  - Budget Summary
  - Schedule A: Personnel and Narrative
  - Schedule B: Professional and Contractual Services and Narrative
  - Schedule C: Transportation, Travel and Training and Narrative
  - Schedule D: Equipment and Narrative
  - Schedule E: Supplies and DOE and Narrative
  - Schedule F: Indirect Costs and Narrative
- p Resolution from Governing Body
- p Comprehensive Certification
- p Certified Assurances
- p Nonprocurement Debarment Certification

**Where and When to Send the Application:**

The application is due on November 30, 2001. Please mail the application to:

Attn: Melissa Foley, Grants Coordinator  
Office of the Attorney General  
Crime Victim Services Division - Mail Code 005  
Post Office Box 12548  
Austin, Texas 78711

**OAG Review Process:**

Only the forms submitted, OAG records, and application ranking, will be considered by OAG staff and/or those designated by the OAG when reviewing the application. When an application is received at the OAG, there is no commitment on the part of OAG to fund an application or to fund it at the amount requested. All areas of the budget are subject to review and approval by the staff at the Office of the Attorney General. Decisions related to the budget are based on both eligibility and reasonableness. Determinations of the reasonableness of budget items are fully within the discretion of the Office of the Attorney General and are made both through objective tools and the use of subjective decision making.

Applications for funding go through many review at the Office of the Attorney General. At any point during those reviews a decision to not fund a project or any part of it may be made. These decisions are within the complete discretion of the office. Additionally, if an award is made, it is still within the discretion of the Office of the Attorney General to determine whether the grantee is not complying with the OAG policies and may upon a determination or noncompliance, de-obligate the grant and require reimbursement to the OAG of grant funds already disbursed.

**Preliminary Review Reports:**

Once an application has undergone an initial review, OAG will issue a preliminary review report to the applicant identifying any items in need of clarification. These reports are preliminary assessments only and do not represent any final action or determination by the Office of the Attorney General. Receipt of a preliminary review report is not a commitment to fund any portion of the project. Additional items in need of clarification may be identified after the date of a preliminary review report. It is within the complete discretion of the Office of the Attorney General to determine whether an error or discrepancy will result in notification to the applicant and a request for revision or whether the requested funding amount will be lowered without notification of the applicant.

**Funding Decisions:**

All funding decisions related to VADG applications are fully within the discretion of the Attorney General or his designee. OAG informs the applicant of this decision through either a Statement of Grant Award or a denial letter. Applicants must not make any assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by either the **Attorney General, First Assistant Attorney General or Deputy Attorney General for Criminal Justice.**

**Appeal Process:**

If OAG decides not to fund an application or any part of an application, an applicant may notify OAG of their intent to appeal the decision by writing to the OAG Grants Coordinator within 10 days from the date of notification. Appeals must be based on a verifiable error made during the prioritization or review process. The applicant must be able to show that the error actually caused the application or portion of the application to not be funded. The applicant must submit written documentation in support of the appeal.

**Grant Acceptance:**

Each grantee must accept or reject a grant award within 45 days of the grant award date. The grantee will be unable to request funds until the acceptance notice is returned.

**Special Conditions:**

After the award of a grant, grantees should refer to the Statement of Grant Award for specific special conditions applicable to the approved project. The OAG will assign the special conditions at the time of grant award, when applicable. During application review, the OAG may identify items in need of clarification or response. If these items are not resolved by the time of grant award and the OAG determines that the items are not serious enough to deny funding or that the applicant has made a good-faith effort to resolve them, OAG will assign special conditions to the grant. Until satisfied, these special conditions will affect the grantee's ability to access funds. If special conditions are not resolved, the OAG may deobligate the entire amount of the grant award.

**Reporting Requirements:**

If the grant is funded, grantees will be required to report to the OAG in the manner and schedule to be determined by the OAG. Reporting on project activities will be required, at a minimum, of once per fiscal year. Reporting and documentation for the Emergency Funds, if requested in the application and granted, will include maintaining records of (1) how the funds were distributed to victims; (2) what the funds were actually used for, by the victims (by way of receipt from victims or other means); and (3) who the emergency funds were distributed to. The requirements for tracking and maintaining documentation for Emergency Funds will be explained in more detail, if the grant is funded.

*APPLICATION FORMS*

**OFFICE OF THE ATTORNEY GENERAL  
VICTIMS' ASSISTANCE DISCRETIONARY  
GRANTS PROGRAM**

**VICTIMS' ASSISTANCE DISCRETIONARY GRANT APPLICATION  
COVER SHEET (FORM VADG -- 1)**

1.	Legal Name of Agency/Organization Applying:
2.	Division or Unit within Applicant Organization to administer the project:
3.	Official Applicant Organization Mailing Address:
4.	Choose all purpose areas that apply to the project: ' Direct Victim Services ' Victim Services Training ' Victim Assistance Public Awareness ' Emergency Funds to Victims
5.	Name, Address, Phone Number, Fax Number, and e-mail address of Contact Person:
6.	Agency's State Payee Identification Number:
7.	Is the Applicant Organization delinquent on any state or federal debt? " Yes " No
8.	Requested Funds: \$ _____ First Fiscal Year (8 months - 1/1/02-8/31/02) Requested Funds: \$ _____ Second Fiscal Year (12 months - 9/1/02-8/31/03) <b>Total Requested Funds for Grant Period: \$ _____ (20 month period)</b>
9.	Title of Project:
10.	Application for : <b>OFFICE OF THE ATTORNEY GENERAL VICTIMS' ASSISTANCE DISCRETIONARY GRANT (VADG) PROGRAM</b>
11.	Service Area of the Project
12.	Grant Start Date: JANUARY 1, 2002
<i>OAG USE ONLY:</i>	

# DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY/ORGANIZATION: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

9 Mr. 9 Mrs. 9 Ms.

Project Director Name (Type or Print)

Title and Agency

Official Agency/Organization Mailing Address      City      State      Zip

Daytime Telephone Number      Fax Number

E-Mail Address

9 Mr. 9 Mrs. 9 Ms.

Financial Officer Name (Type or Print)

Title and Agency/Organization

Official Agency/Organization Mailing Address      City      State      Zip

Daytime Telephone Number      Fax Number

E-Mail Address

9 Mr. 9 Mrs. 9 Ms.

Authorized Official Name (Type or Print)

Title and Agency/Organization

Official Mailing Address      City      State      Zip

Daytime Telephone      Fax Number

E-Mail Address

## COMPREHENSIVE CERTIFICATION

This certification is a material representation of fact upon which reliance was placed with the agency determined to award the grant. If it is later determined that the grantee knowingly rendered an erroneous certification, the agency, in addition to any other remedies available to the federal government or state agency, may take available action.

### I certify to the best of my knowledge and belief:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; and
2. If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall check here \_\_\_\_\_ and contact the Grants Coordinator of the Office of the Attorney General for the "Disclosure Form to Report Lobbying."

### I certify that to the best of my knowledge and belief:

- I. The applicant certifies that it will provide a drug-free workplace by:
  - A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - B. Establishing a drug-free awareness program to inform employees/assignees about:
    1. The dangers of drug abuse in the workplace;
    2. The applicant's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    4. The penalties that may be imposed upon employees/assignees for drug abuse violations.
  - C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
  - D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:
    1. Abide by the terms of the statement, and
    2. Notify the applicant agency and Grants Coordinator for the Office of the Attorney General of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
  - E. Notifying the agency within ten days after receiving notice under subparagraph (D)(2) from an employee/assignee or otherwise receiving actual notice of such conviction.
  - F. Taking one of the following actions with respect to any employee/assignee so convicted:
    1. Taking appropriate personnel action with respect to any employee/assignee so convicted;
    2. requiring such employee/assignee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

### + I certify (initial the appropriate choices):

- \_\_\_\_\_ The applicant agency currently expends combined federal funding of \$300,000 or more, and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- \_\_\_\_\_ The applicant agency currently expends combined state funding of \$300,000 or more, and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).
- \_\_\_\_\_ The applicant agency currently expends no federal funding or combined federal funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a VADG grant. I understand, however, that OAG may require a limited scope audit as defined in OMB Circular A-133.

### + If this application is for funds in excess of \$25,000, I certify that (initial the appropriate choice):

- \_\_\_\_\_ By submission of this proposal, that neither the applicant agency or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or state agency.
- \_\_\_\_\_ I am unable to certify the above statement and have attached an explanation to his application.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Organization

# CERTIFIED ASSURANCES

*The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 123 72 and Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:*

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all under-standings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 RL. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Office of the Attorney General or by a sponsoring Federal agency, if applicable, concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1, et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial Guide; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Organization

# NONPROCUREMENT DEBARMENT CERTIFICATION

## Instructions:

First, read the instructions and guidelines on the following two pages. Then, complete this certification form and return it to the Grants Coordinator for the Office of the Attorney General.

---

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF THE COMPTROLLER

---

Certificate regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-recipient)

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name of Authorized Official

---

Title of Authorized Official

---

Signature

---

/ / /  
Date

---

Name of Organization

---

Address of Organization

## NONPROCUREMENT DEBARMENT CERTIFICATION (Cont'd.)

### LISTS OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS

The Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs, issued monthly, identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs supersedes the Consolidated List of Debarred, Suspended, and Ineligible Contractors. The new Lists of Parties incorporates all listings of the superseded Consolidated List and has a new, additional section, Parties Excluded from Nonprocurement Programs. It is maintained by the U.S. General Services Administration (GSA) for the use of Federal agencies and others involved in Federal programs and activities. The Lists of Parties is structured in accordance with a recommendation from the Interagency Committee on Debarment and Suspension.

#### Purpose of List of Parties

The functions of the two sections of the Lists of Parties are distinct and are explained below.

The first section, Parties Excluded from Procurement Programs, lists contractors that are excluded government-wide, unless otherwise noted, from Federal procurement and/or sales programs. Such an exclusion may be based on the administrative debarment or suspension of a contractor by an agency in accordance with Federal Acquisition Regulation (FAR) 9.4, Federal Property Management Regulations (FPMR) 101-45.6, Government Printing Office (GPO) Instructions 110.11A, or U.S. Postal Service (PS) Publication 41. An exclusion may also be the result of action by a Federal agency under the authority of a statute, executive order, or regulation applying to procurement programs.

The second section, Parties Excluded from Nonprocurement Programs, lists person (individuals and entities) excluded government-wide, unless otherwise noted, from certain types of Federal financial and non-financial assistance and benefits. An exclusion may be based on an administrative debarment or suspension by any Federal agency or the voluntary exclusion of a person under agency regulations implementing Executive Order 12549. Parties Excluded from Nonprocurement Programs also includes actions under the authority of a statute, another executive order, or a regulation applying to nonprocurement programs.

For either section, the treatment to be accorded to a party listed depends on the type of exclusionary action and the authority under which the action was taken. The cause for the exclusion and the treatment of the party excluded are noted by a code in the listing. These codes are explained under the heading "Cause and Treatment Codes" for the Parties Excluded from Procurement Programs and the Parties Excluded from Nonprocurement Programs.

A user of the List of Parties should refer to the appropriate cause and treatment code explanation before determining a listed party's status.

#### How To Obtain Copies

Federal agencies may purchase annual bulk subscriptions to the Lists of Parties at cost from the U.S. Government Printing Office. Agencies should arrange for their own internal distribution. The agency contracts under the heading "For Additional Information" are aware of the procedures for purchasing and distributing subscription copies.

Nonfederal persons or organizations interested in obtaining subscriptions to the Lists of Parties should contact the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The telephone number is (202) 783-3238 on commercial lines or 783-3238 on the FTS (Federal Communications System).

#### Electronic Supplement

A weekly supplement to the Lists of Parties is available on GSA's Information Resources Center electronic bulletin board. When using the latest issue of the publication, the electronic supplement will provide up-to-date information on excluded parties.

To use the electronic bulletin board, you must have access to an asynchronous, ASCII terminal (e.g., a word processor or a microcomputer) equipped with communications software and a "modem" or "coupler." A modem is a device that permits signals from the terminal to be sent across the telephone lines. Users can access the bulletin board using AUTOVAN, FTS, or commercial lines. The telephone numbers are:

FTS	300 baud 535-8308
	1200 baud 535-7661
	2400 baud 786-9014

AUTOVAN	300 baud 294-0524
	1200 baud 294-0521

COMMERCIAL	300 baud (202) 535-8308
	1200 baud (202) 535-7661
	2400 baud (202) 786-9014

For further information on how to access the electronic bulletin board, call Mrs. Juan L. Smith at (FTS/202) 523-4873.

#### Telephone Inquiry Service

A telephone-inquiry answering service is available in GSA's Office of Acquisition Policy for general questions about entries in the List of Parties. The number to call either during or after normal business hours is (FTS202) 786-0688. Your call will be recorded and answered either the same day or the following working day.

# NONPROCUREMENT DEBARMENT CERTIFICATION (Cont'd.)

## Instructions

Prior to the release of funds by VADG for federal grants, your agency/program must review, sign, and return to the Grants Coordinator for the Office of the Attorney General the attached OJP Form 4061/1–Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Lower Tier Covered Transactions.<sup>1</sup> The form must be signed by the Authorized Official designated in the grant.

The U.S. Attorney General Order No. 1271-88, published in the Federal Register, Volume 53, No. 102, May 26, 1988, announced the adoption of a government-wide uniform system on Nonprocurement Debarment and Suspension that will be applicable to the nonprocurement assistance activities of the offices, bureaus, and divisions of the Department of Justice which have grant-making authority.<sup>2</sup> All agencies/organizations receiving federal funds from VADG in the amount of \$25,000, or more, must complete OJP Form 4061/1 (9/88) which certifies that neither the agency/organization or its officers are debarred, suspended, ineligible, or are voluntarily excluded from receiving federal funds before entering into a financial agreement (i.e., grants and contracts).<sup>3</sup> In addition, any organization contracting for goods and/or services of \$25,000 or more (federal funds) must secure the same certification from the prospective contractor. The latter certifications must accompany the contract which, by requirement, is sent to OAG for approval.

Agencies/organizations must base their certification upon a review of the monthly publication “Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs” and the weekly supplements to that issued prepared by the U.S. General Services Administration, to confirm that the agency/organization or its officers are not ineligible. Attached is an information sheet that explains the “List of Parties . . .” and how to obtain it.

### INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principal. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

---

<sup>1</sup>Lower Tier Covered Transactions may be interpreted as any grant or contract transaction of \$25,000 or more at the state or lower level.

<sup>2</sup>Nonprocurement may be interpreted as any form of grant or contract having the principal purpose of assistance activities, rather than federal procurement activities.

<sup>3</sup>Agency/organizations may be interpreted as the entity in whose name the grant or contract is awarded. Officers of the agency/organization may be interpreted as any of the following persons who will have critical influence on or substantive control over that transaction (i.e., grant or contract): members of governing boards, directors, other employees, and consultants. Participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## SAMPLE BUDGET

The following is a sample budget to guide you in preparing your request for funding. All budgets must follow this general format. Use the following budget categories/schedules, and include a budget summary for each schedule, as well as an overall budget summary at the beginning of the budget request. Items in italics are instructions and must be followed in preparing your budget, but need not be retyped.

### BUDGET SUMMARY

<i>Categories/Schedules</i>	<b>First Fiscal Year (8 months)</b>	<b>Second Fiscal Year (12 months)</b>	<b>Total Requests for Grant Period (20 months)</b>
<b>Personnel</b>			
<b>Professional and Contractual</b>			
<b>Trans., Travel and Training</b>			
<b>Equipment Supplies and DOE</b>			
<b>Indirect Costs</b>			
<b>TOTAL</b>			

### SCHEDULE A: PERSONNEL

*Provide the title of the grant funded position, the percentage of time charged to the VADG grant, the salary for the first fiscal year (8 months), the second fiscal year (12 months), and the total salary for the grant period (20 months). Provide the Total Direct Salaries, the Total Fringe Benefits, and the Total Personnel Budget (Salary and Fringe Benefits). Provide explanation of the amounts, including how the fringe benefits were calculated and, if under 100% of time is charged to the VADG, describe how the other part of the salary is funded. Attach a job description for each position.*

<b>DIRECT SALARIES</b>				
<b>TITLE (GRANT POSITION)</b>	<b>% OF TIME ON VADG</b>	<b>EIGHT MONTH SALARY</b>	<b>TWELVE MONTH SALARY</b>	<b>TOTAL SALARY</b>
(1)		\$	\$	\$
(2)		\$	\$	\$
(3)		\$	\$	\$
(4)		\$	\$	\$
(5)		\$	\$	\$
<b>DIRECT SALARIES</b>		\$	\$	\$
<b>FRINGE BENEFITS</b>		\$	\$	\$
<b>TOTAL PERSONNEL BUDGET (SALARY &amp; FRINGE)</b>		\$	\$	\$

Schedule A: Personnel Narrative

**SCHEDULE B: PROFESSIONAL AND CONTRACTUAL SERVICES**

List each contract or professional service, the cost during the first fiscal year, the second fiscal year, and the total cost for each column. In the Narrative for this schedule, provide justification for arriving at the cost (cost breakdown, hourly rate, number of hours, etc.). Explain how this contract/professional service will assist in providing the services, as explained in your narrative.

<b>PROFESSIONAL AND CONTRACTUAL SERVICES</b>			
<b>CONTRACT/PROFESSIONAL SERVICE</b>	<b>FIRST FISCAL YEAR (8 months)</b>	<b>SECOND FISCAL YEAR (12 months)</b>	<b>TOTAL (20 months)</b>
(1)	\$	\$	\$
(2)	\$	\$	\$
(3)	\$	\$	\$
(4)	\$	\$	\$
TOTAL	\$	\$	\$

Schedule B: Professional and Contractual Services Narrative

**SCHEDULE C: TRANSPORTATION, TRAVEL AND TRAINING**

There are three standard categories: local mileage (for day-to-day activities), in-state travel and training costs, and out-of-state travel and training costs. If the costs do not fit in these three categories, a fourth category can be added as long as it is explained. Provide the amounts of requested funding for each of the three travel categories for the first fiscal year, the second fiscal year and the total. In the narrative, for each category, provide justification for the requested amount of funding (including the breakdown of costs). Explain the general purposes for the travel and the policies that will be used for expending the costs, including personal car reimbursement rates, hotel costs, per diem, and transportation, and state which grant paid personnel will be performing the particular travel.

<b>TRANSPORTATION, TRAVEL AND TRAINING</b>			
<b>TRAVEL CATEGORY</b>	<b>FIRST FISCAL YEAR (8 months)</b>	<b>SECOND FISCAL YEAR (12 months)</b>	<b>TOTAL (20 months)</b>
(1)	\$	\$	\$
(2)	\$	\$	\$
(3)	\$	\$	\$
(4)	\$	\$	\$
TOTAL	\$	\$	\$

Schedule C: Transportation, Travel and Training Narrative

**SCHEDULE D: EQUIPMENT**

*Provide the amounts for equipment, for each line item, for the first fiscal year, the second fiscal year, and the total. List equipment within specific categories of the types of equipment or by individual items of equipment. In the narrative, include the type of and purposes for equipment.*

EQUIPMENT ITEM	EQUIPMENT		
	FIRST FISCAL YEAR (8 months)	SECOND FISCAL YEAR (12 months)	TOTAL (20 months)
(1)	\$	\$	\$
(2)	\$	\$	\$
(3)	\$	\$	\$
(4)	\$	\$	\$
TOTAL	\$	\$	\$

Schedule D: Equipment Narrative

**SCHEDULE E: SUPPLIES AND DIRECT OPERATING EXPENSES**

*List the estimated costs for supplies in each of the following seven categories: office supplies, furniture, project supplies, vehicle operating costs, costs for space, telephone costs and services, and other costs. List the costs for the first fiscal year, the second fiscal year, and the total costs. In the narrative, provide justification for arriving at the costs for each category and describe briefly how these items are necessary for the grant project.*

ITEM	SUPPLIES AND DIRECT OPERATING EXPENSES		
	FIRST FISCAL YEAR (8 months)	SECOND FISCAL YEAR (12 months)	TOTAL (20 months)
(1)	\$	\$	\$
(2)	\$	\$	\$
(3)	\$	\$	\$
(4)	\$	\$	\$
(5)	\$	\$	\$
TOTAL	\$	\$	\$

Schedule E: Supplies and Direct Operating Expenses Narrative

**SCHEDULE F: INDIRECT COSTS**

List the estimated cost for the Indirect Cost for the first fiscal year, the second fiscal year, and the total. In the narrative explain how the Indirect Costs were calculated and why the costs are necessary. If the applicant has an Indirect Cost Allocation Plan, attach it.

INDIRECT COST	INDIRECT COSTS		
	FIRST FISCAL YEAR (8 months)	SECOND FISCAL YEAR (12 months)	TOTAL (20 months)
(1)	\$	\$	\$
(2)	\$	\$	\$
TOTAL	\$	\$	\$

Schedule F: Indirect Costs Narrative