



U.S. Department of the Interior  
**OFFICE OF INSULAR AFFAIRS**

**TECHNICAL ASSISTANCE PROGRAM (TAP)**  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.875

**FISCAL YEAR 2012 APPLICATION INSTRUCTIONS**

**I. Program Description**

The Office of Insular Affairs' is requesting proposals for its Technical Assistance Program (TAP) which provides grant funding for short-term projects intended to meet the immediate needs of the insular areas. Funding priorities include, but are not limited to, projects that foster the development of the insular areas in the following categories:

- *accountability; financial management (including tax collection improvements); economic development; training/education; energy; management control initiatives, safety, emergency, historical & cultural preservation, and health initiatives.*

Generally, TAP grants are not awarded to supplant local funding of routine operating expenses of an insular government or organization or to be used for large construction projects. Routine operating expenses include the purchase of office supplies and equipment upgrades, such as new computers, that are not necessitated as part of a broader project, such as the installation of new financial management software. Technical assistance grants do not fund the salaries of local government employees, but may be utilized to provide temporary short term expertise.

**II. Award Information**

Due to funding limitations, preference is given to proposals that foster the development of the insular areas in the following categories: accountability, financial management (including tax collection improvements, economic development, training/education, energy, management control initiatives, safety, emergency, historical and cultural preservation and health initiatives. The period of performance for the majority of projects funded under this program is twelve to eighteen months. Project proposals must be designed accordingly. Past and present recipients of awards under this program are eligible but must submit new proposals to compete for funding each year unless multi-year funding has been awarded.

**III. Eligible Applicants**

Eligible applicants are the four U.S. territories of Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands; the three Freely Associated States of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau; and any non-profit organizations whose mission directly benefit the seven insular areas.

#### **IV. Application Information**

**TAP Applications must be submitted via grants.gov.**

**Submission Deadline:** The submission deadline is September 30, 2012.

**Decision:** You will be notified of decisions on your applications via email once a decision is reached.

**Application Preparation:** Applications should be prepared and submitted by the recipient entity. Applications submitted and prepared by a third party, such as a contractor who may benefit from the grant, are not generally allowable. Please note that grant recipients must follow the applicable procurement procedures contained in 43 CFR 12 when procuring services and goods under OIA grants.

**Application Format:** Your proposal should include the following elements in order to receive full consideration:

- A. Signed and Dated Cover Page:** The cover letter should briefly summarize the application and be signed by an Authorized Representative of the applicant organization. Cover letters should be addressed to the Assistant Secretary for Insular Areas:

The Honorable Anthony Marion Babauta  
Assistant Secretary of the Interior for Insular Areas  
U.S. Department of the Interior  
1849 C Street, N.W.  
Mail-Stop 2429  
Washington, D.C. 20240

- B. Project Narrative:** The project narrative must include the following elements:

**1. Detailed Project Description(s):** Describe the project(s) being proposed, in detail.

**2. Detailed Project Budget(s):** Provide detailed budget information for the proposed project(s). A budget breakout chart, by category, is suggested. Please make sure to explain categories that are not self-explanatory, such as "OTHER", in full.

**3. Detailed Project Timeline(s):** Provide a detailed project timeline for completion of each proposed project.

**4. Statement of Need:** Describe, in detail, why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work. For example, if the proposed project assists with resolving a government's audit findings; detailed information about the audit, the resulting finding, and how this project will assist in resolving that finding, should be included in the project narrative.

**5. Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).

**6. Priority Listing for Multiple Projects:** If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. An example is provided below:

*SUMMARY PRIORITY PROJECTS*

<i><u>Priority Project (list in priority order)</u></i>	<i><u>Requested Amount</u></i>
1. <i>Priority 1 - Project [Name]</i>	\$
2. <i>Priority 2 - Project [Name]</i>	\$
3. <i>Priority 3 - Project [Name]</i>	\$
<i>Total Technical Assistance Request for Fiscal Year 2012</i>	\$

**7. Project Manager:** Please provide name and contact information for the project manager for this application. Please include mailing address, phone number, fax number and email address.

**8. First Time Applicants:** Please ensure that the following questions are answered on your application if you are a first applicant for OIA grant funding:

- a) Does your organization have independent financial capabilities?
- b) Has your organization received and managed federal grant funding before?
- c) Does your organization undergo an annual audit?
- d) Has your organization ever completed a single audit?
- e) Is your organization a 501(c)(3) nonprofit? If so, please submit supporting documentation of your 501(c)(3) status.

### **C. Required SF-424 Application for Federal Assistance Forms**

Applicants must complete and submit the appropriate SF-424 forms when applying for OIA grants. In addition to the core SF-424 Application for Federal Assistance form, applicants must complete two additional forms; either the SF-424A Budget Information – Non Construction Programs **or** the SF-424C Budget Information – Construction Program, as appropriate to the proposed project(s), as well as the SF-424B Assurances – Non-Construction Programs **or** the SF-424D Assurances – Construction Programs, as appropriate to the proposed project(s).

In total, three SF-424 forms must be submitted as part of the application. The SF-424 forms can be found on the OIA website: [www.doi.gov/oia](http://www.doi.gov/oia), as well as on the Grants.gov website: [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp)

### **D. Application Restrictions**

Applications should not include requests to fund force accounts or indirect costs:

Force Accounts: A force account refers to a grantee's own (existing) personnel being charged to the grant. OIA is opposed to funding force accounts with its grants, however, outside expertise and consultant services will be considered if detailed in the project narrative and budget.

Indirect Costs: Indirect costs are defined as costs which are a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted. OIA does not generally allow its grantees to charge indirect costs to its grants and as a result has not established indirect cost rates with the insular areas. Costs associated with the administration of OIA grant projects and programs are to be charged against the grant funds only as approved in the project budget.

### **V. Reporting**

Standard reporting requirements are:

- A SF-425 Federal Financial Report and a narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30, and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period. Final reports are due 90 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Grant Terms and Conditions section of the award. Additional requirements are assigned on a case by case basis and may be found in the Grant Terms and Conditions section of the award.

## **VI. Agency Contacts**

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