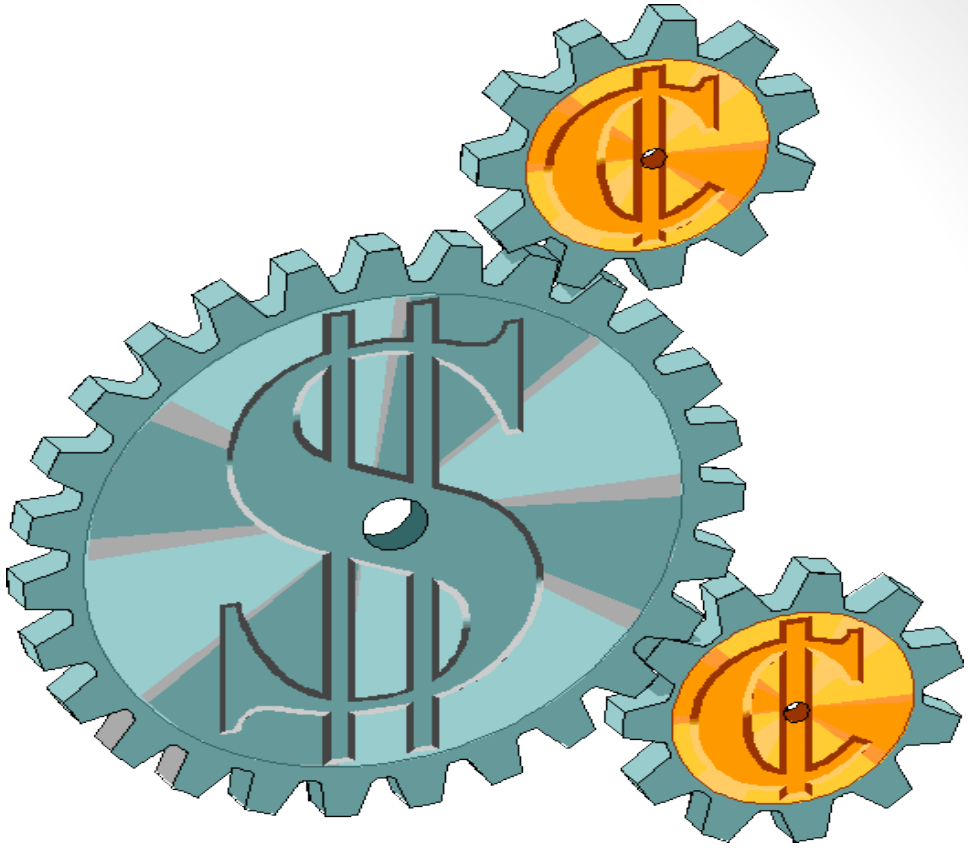
Making Dollars & Sense



Michael E. Zagury, MPA, CGMS

MJZagury & Associates, LLC

www.MJZagury.com

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OJJDP's MECP

- MECP offers assistance to local, state and tribal law enforcement, nonprofit organizations, and other juvenile justice practitioners to:
  - strengthen their responses
  - increase the use of evidence-based practices
  - identify and address operational and programmatic needs
- Coordinated by Fox Valley Technical College
- For more information or to submit a training and technical assistance request:
  - www.mecptraining.org
  - mecptraining@fvtc.edu
  - 1-888-347-5610

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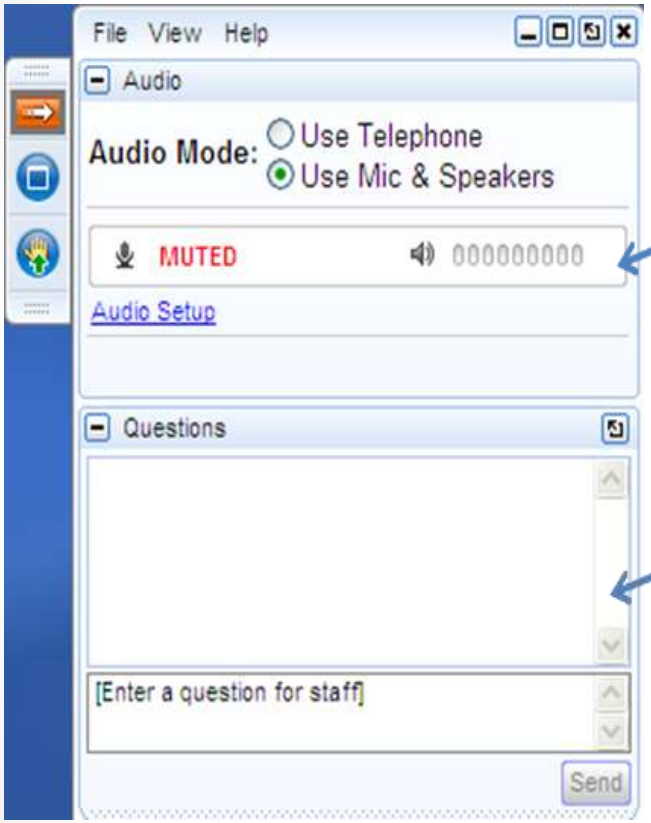
Webinar Housekeeping



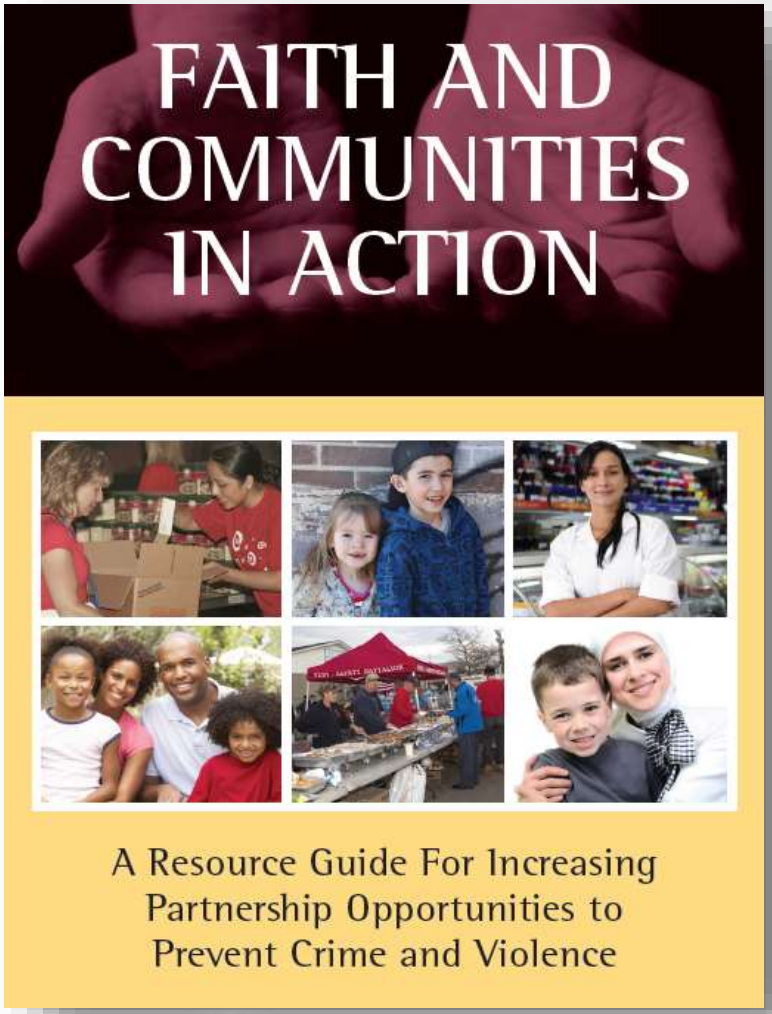
Audio Support:

- Use Telephone or Mic & Speakers
- Check 'Audio Setup' for problems
- All callers will be on mute throughout the webinar

To ask a Question:

- Type a question in the box; click Send
- Staff will respond in the 'Questions' box

Mike Z.



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Successful Grant Application and Management

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Jonathan Cloud
A Partnership Approach to Program Sustainability

1. ***Sustainability***
2. Linkages
3. Collective Impacts
4. ***Results oriented***
5. Shared Metrics
6. Research Based Framework
7. ***Joint Acquisition of Resources***

Oscar Grant
Building Capacity within your Organization

1. Have a clear mission and **strategy.**
2. Have a companion **business plan** including **incorporation/501c3.**
3. Conduct ***needs assessments*** to undertake the ***right programs.***
4. Build **partnerships** - Develop standing ***MOUs.***
5. Recruit a diverse talent pool (including board members).
6. ***Have solid policies/procedures/business practices… And follow them!***
7. ***Know what you're not good at, and go find someone who is!***

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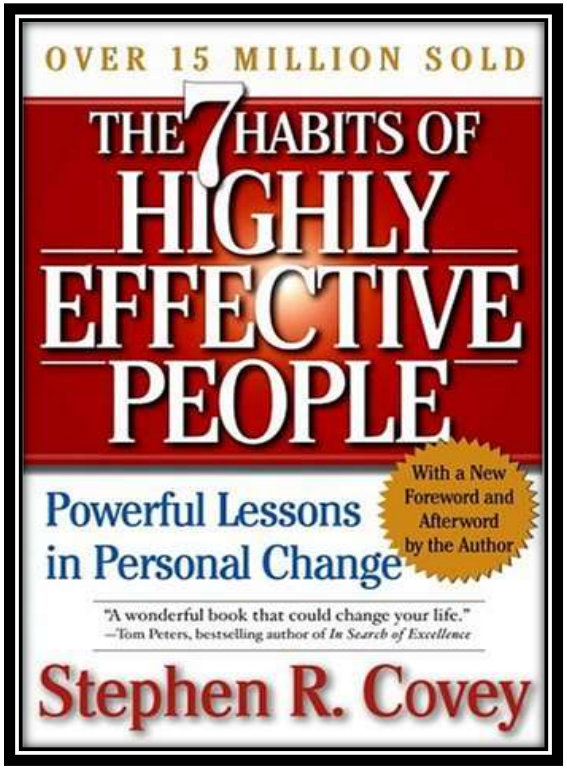
"Opportunity is missed by most people because it is dressed in overalls and looks like work."

-Thomas A. Edison

7 Habits of Highly Effective _____

Fill in the Blank

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

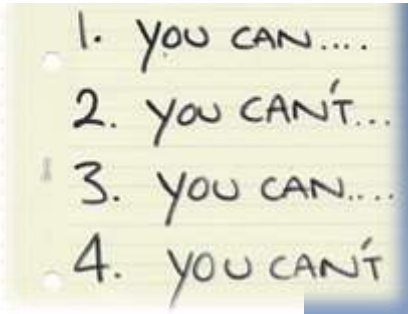


Habit 1 – Be Proactive

"In all things, success depends on previous preparation, and without such previous preparation there is sure to be failure."

— Confucius

Order of Precedence



1. Authorizing Legislation

   Congress/State/Foundation

2. Federal Agency Regulation

   Code of Federal Regulation (CFR)

   AKA Circulars

   A-122-Cost Principles/A-110 Administration

3. Terms and *Conditions of the Award*

   Solicitation-(Special & General Conditions)

4. Federal Agency Policies

   Office of Justice Programs-*Financial Guide*

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KEEPING CURRENT IN...

super circular

Federal Grant Reform Is Here!

Introduction

The train en route to federal grant reform has reached the last stop on a 24-month journey from concept, through proposed reforms, to the final guidance. The new provisions—just over 100 pages—became official on December 26, 2013, with their publication in the Federal Register (pp. 78590-78691).

Read more

Habit 2 - Begin with the End in Mind

Strategic Funding: "Money Follows Mission"

Ready

Vision
Mission
& Values

Think Long Range,

Not

Project to Project or Grant to Grant

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Habit 3:

Put First Things First

WHAT'S YOUR
PROBLEM

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Do Your Homework

Data-Driven Decision Making

- ***Keep current.***
  - ***Constantly gather and analyze <u>local data.</u>***
    - ***Including problem analysis & <u>baseline data</u>***

Allow sufficient time to
***gather* and thoroughly *<u>analyze</u>* the data**
before grant application time

Habit 3 - Put First Things First

Problem Statement

Who, What, Where, When, Why & How

- By definition, the Problem Statement is a ***description and documentation of the need (local data)*** for the **proposed services and activities**
- Provide a ***description of the problem or set of problems*** that can be addressed through your proposed strategies/grant.
- Document the **severity of the problem** by including **baseline data** that characterizes the **target audience** to be served by the project.

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- Know what works.
  - **Evidenced Based Practices.**

- Reach outside your agency, jurisdiction, profession for solutions.

- Stay current on **Best Practice**.

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Topics A–Z
Corrections & Reentry
Courts
Crime & Crime Prevention
Drugs & Substance Abuse
Juveniles
Law Enforcement
Technology & Forensics
Victims & Victimization

Use the Ratings

Review tips on using the information in this site.

Learn More

About CrimeSolutions.gov | Announcements | Recently Posted Programs

The Office of Justice Programs' CrimeSolutions.gov uses rigorous research to determine **what works** in criminal justice, juvenile justice, and crime victim services.

On CrimeSolutions.gov you will find:

- Research on program effectiveness reviewed and rated by Expert Reviewers
- Easily understandable ratings based on the evidence that indicates whether a program achieves its goals: (*Program Review and Rating from Start to Finish*)
  - Effective
  - Promising
  - No Effects
- Key program information and research findings

Crime SOLUTIONS .gov
RELIABLE RESEARCH. REAL RESULTS.

Read more About CrimeSolutions.gov

CrimeSolutions.gov is not an exhaustive list of all justice-related programs, and a program's inclusion on this site does not constitute an endorsement by the U.S. Department of Justice. Read more.

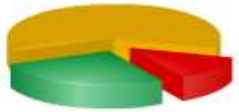
A A A

I would like to:

- Learn how programs are rated
- Understand how to use this information
- Search for a program
- View a list of all programs
- Find out who rates programs
- Recommend a program

Programs at a Glance

Total Number of Programs: 266



- 12% No Effects
- 61% Promising
- 27% Effective

See All Programs

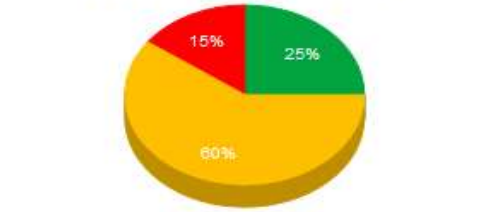
Office of Juvenile Justice and Delinquency Prevention

Working for Youth Justice and Safety

MODEL PROGRAMS GUIDE

YOUTH PROGRAMS AT A GLANCE

Total Number of Programs: 190



Powered by CrimeSOLUTIONS.gov

ABOUT MODEL PROGRAMS GUIDE

The Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Model Programs Guide (MPG) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety.

MPG uses expert study reviewers and CrimeSolutions.gov's program review process, scoring instrument, and evidence ratings. The two sites also share a common database of juvenile-related programs.

More about MPG.

The Model Programs Guide is not an exhaustive list of all juvenile justice-related programs, and a program's inclusion on this site does not constitute an endorsement by the U.S. Department of Justice. Read more.

RECENTLY POSTED PROGRAMS

- Social Decision Making/Problem Solving Program
- Teaching Students to Be Peacemakers
- Woodrock Youth Development Program
- Reconnecting Youth
- Project BUILD

RESOURCES

Resources for policy makers and practitioners seeking to learn more about the juvenile justice field.

- Literature Reviews
- Related Links
- Publications
- Glossary
- FAQs
- Contact Us

SEARCH FOR PROGRAMS BY

Search MPG programs by keyword, topic or subtopic, risk and protective factors, or age to find the programs that best fit your needs

PROGRAMS BY TOPIC

- Child Protection, Health, and Welfare
- Children Exposed to Violence and Victimization
- Delinquency Prevention
- Detention, Confinement, and Supervision
- Juvenile Justice System and JJDPA
- Juvenile and Family Courts
- Law Enforcement
- Populations
- Schools
- Youth Offenders

OPRE's Youth Demonstration Development Project

YDD's primary objective is to develop an evidence-informed conceptual framework that could be applied to existing or new ACF programs to improve the well-being of at-risk youth, and increase their ability to become self-sufficient adults and avoid long-term reliance on public assistance.

Click for the full story

Previous Pause Next

READ THE PLAN & SHARE YOUR IDEAS

Strategic Plan for Youth

What do you think?

What is the biggest opportunity to move Pathways for Youth forward?

Read & Comment

Youth Topics

Through the Youth Topics series, the Interagency Working Group on Youth Programs provides information, strategies, tools, and resources for youth, families, schools and community organizations related to a variety of cross-cutting topics that affect youth.

Choose a topic:

- Preventing Gang Involvement
- Youth Disaster Preparedness and Recovery
- Runaway and Homeless Youth
- Substance Abuse
- LGBT Youth
- Preventing Youth Violence
- Teen Pregnancy Prevention
- Teen Driver Safety
- Afterschool Programs
- Bullying
- Positive Youth Development

Stay Connected

Subscribe to our newsletter for information on funding, events, publications, and more.

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See us on: YouTube LinkedIn

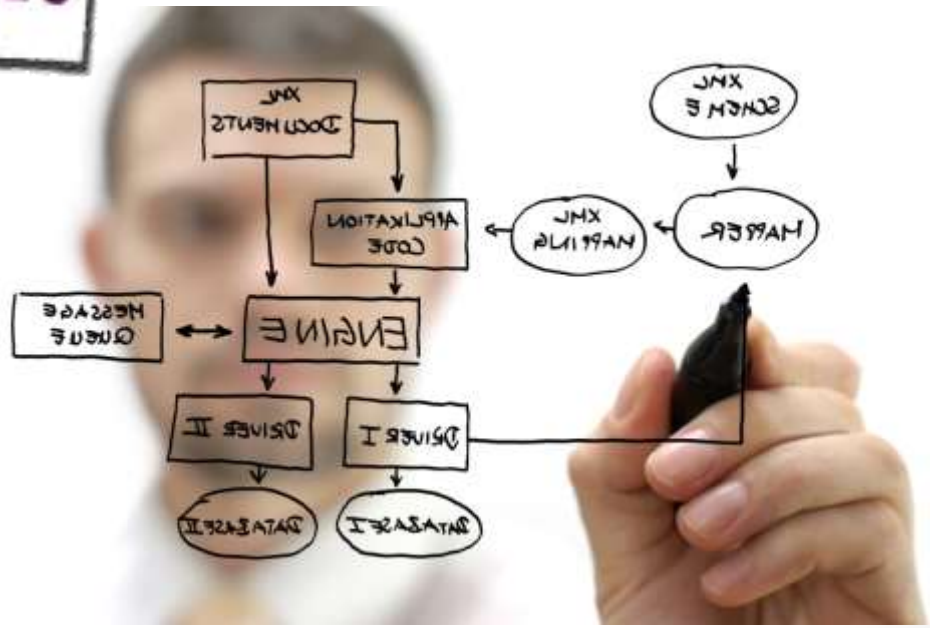
What's New

Announcements

Funding Opportunity: 2013 Second Chance Act Juvenile Reentry Program

This program promotes public safety by helping ensure that youth make successful transitions from secure confinement facilities to the community. Applications are due June 17, 2013.

Help with Grant Proposal Development



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Increase Your Chances

- ***Prepare for the grant process long before the solicitation is issued.***
- As you develop **components of your strategic plan…**
- ***Pre-write* for future use and refine as needed**
- ***"Capabilities and Capacity" = 50% of score***
  - **Agency description, mission, baseline data, charts, graphs, hypothetical budget numbers.**
- ***Involve stakeholders early!***
  - ***Nobody likes being an afterthought!***

Process Mapping

- Process mapping is a ***workflow diagram*** to present a road map of the of a project from ***start to finish*** (and beyond).
- ***Both grant application and program.***

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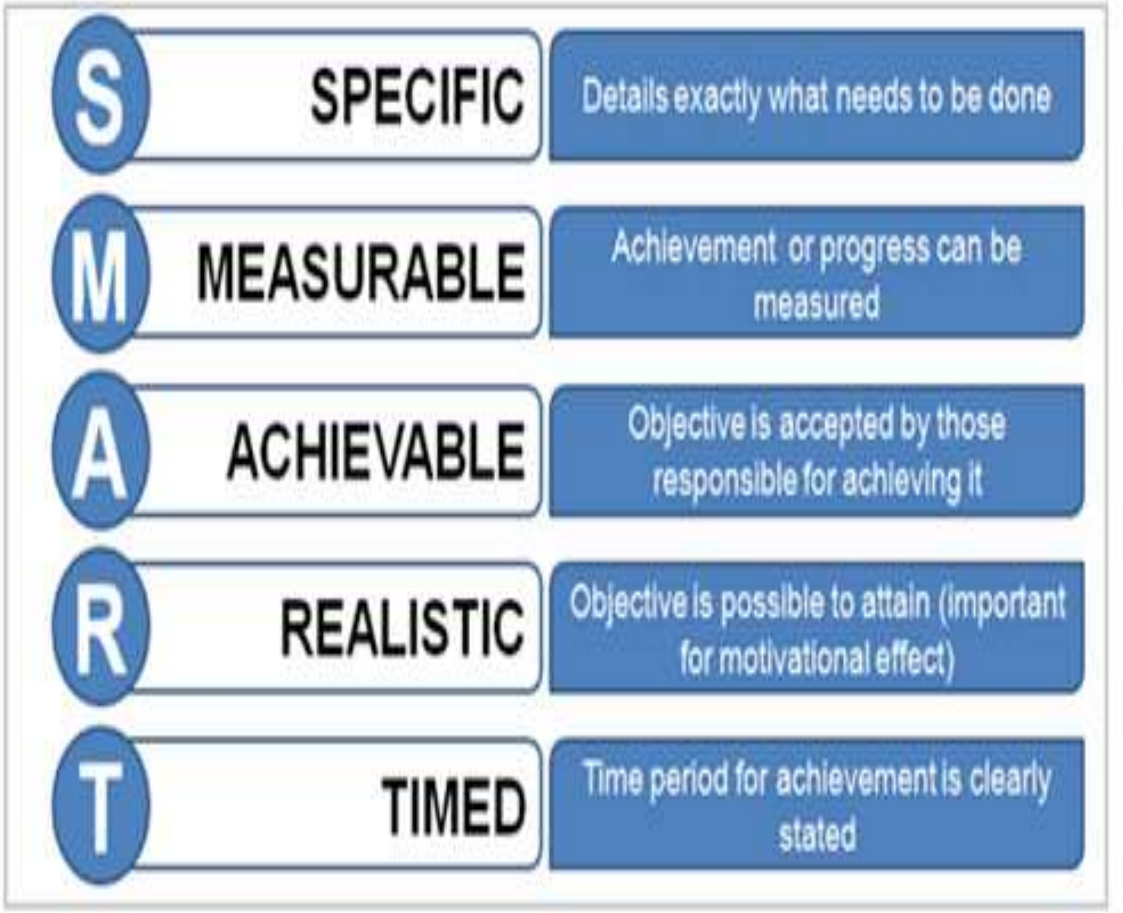
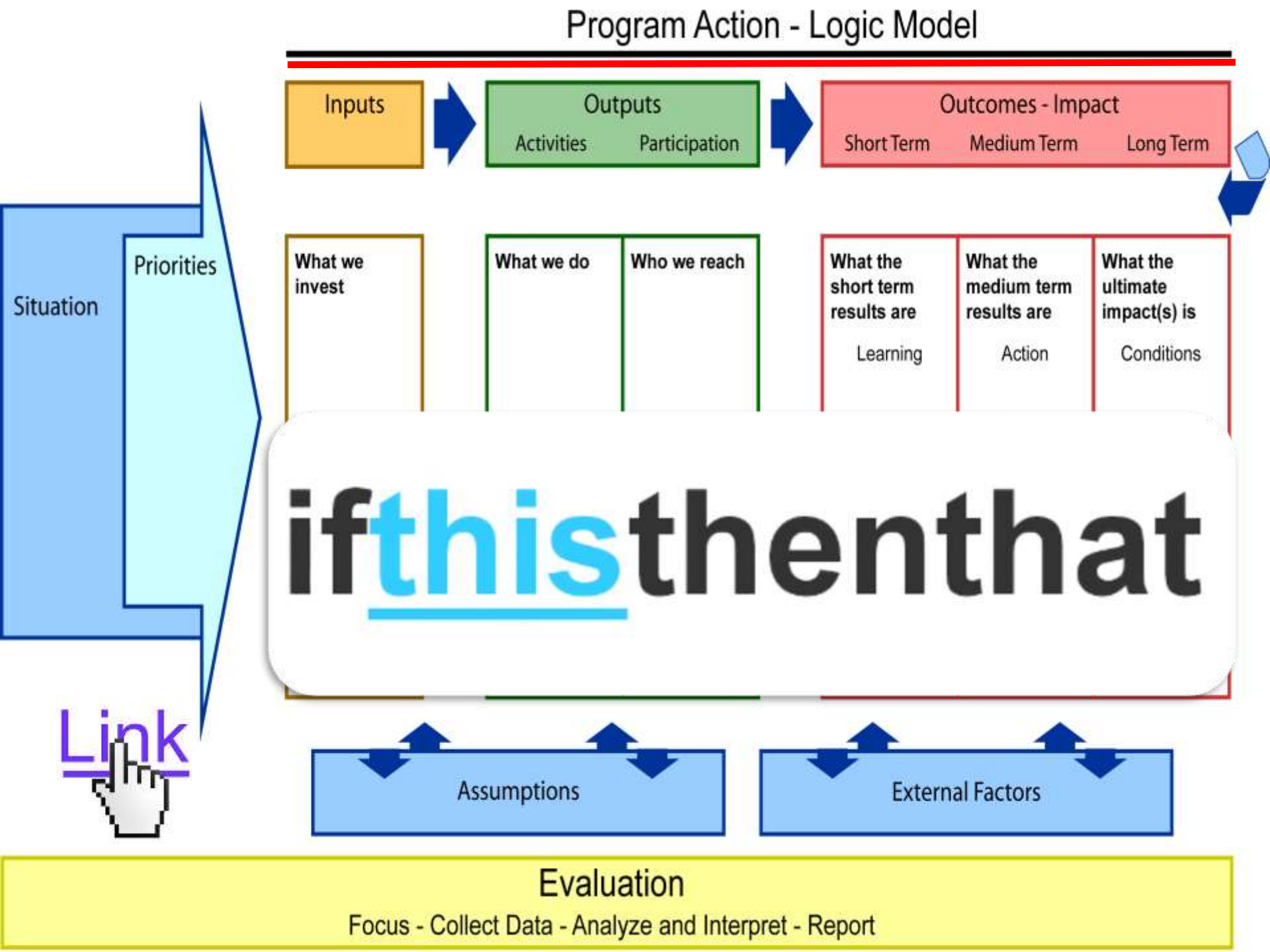
Process Map – In Grant Language

- Goals
- ***Objectives+-***
- Activities
  - Methods
- **Inputs**
- **Outputs**
- **Outcomes +-**
  - Metrics+-
- ***Results***
- Sustainment

Who, What, Where, When, Why & How

- **Goals**
- ***Objectives***
- Activities
- Methods
- *Inputs*
- Outputs
- *Outcomes*
- Metrics
- ***Results***
- Sustainment




Program Action - Logic Model
Inputs
Outputs
Activities
Participation
Outcomes - Impact
Short Term
Medium Term
Long Term
Situation
Priorities
What we invest
What we do
Who we reach
What the short term results are
Learning
What the medium term results are
Action
What the ultimate impact(s) is
Conditions
ifthisthenthat
Link
Assumptions
External Factors
Evaluation
Focus - Collect Data - Analyze and Interpret - Report

Key PERSONNEL

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Collaboration Takes Time

Habit 4 - Think Win-Win

Habit 5 - Seek First to Understand, Then to Be Understood

- Actively seek **partnerships.**
  - *Don't wait for them to come to you.*
  - **Investing in these relationships will pay dividends over time.**
- Grants have short turn-around time while .
  - **Effective collaboration** takes time to develop.

Habit 6 - Synergize

syn·er·gy (sĭn′ər-jē)

n. pl. syn·er·gies

1. The interaction of two or more agents or forces so that their combined effect is greater than the sum of their individual effects.

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Grant Writing is a Team Sport

Resource

Acquisition

Coordination

Efforts

Build a Winning Team

Know what you're not good at, and go find someone who is!

Diverse Portfolio of Funding

- **Look for cross over or sustainment funding**
- ***Partner + Team = Eligible***

- $U.S. Health and **Human Services**
  - $SAMHSA
- $U.S. Department of **Education**
- $U.S. Department of **Labor**
- $U.S. Department of **Commerce**
- $U.S. Department of **Agriculture**
- $U.S. Department of **Transportation**
- $www.FDNCENTER.org (200 **foundations**)

Important Grant Websites

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Registering & access: Dun & Bradstreet **(DUNS)**

www.fedgov.dnb.com/webform

Government iUpdate
Decide with Confidence

D&B Home | Webform Home

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Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to D&B's information on their business. Registered users can view, print, and submit updates to their D&B record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

Start Now

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

Start Now

Already Registered? – Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password

Start Now | Forgot your password?

Message Board

Certain features and functionality within this web site are launched in popup windows. If you are experiencing any problems in using these features, D&B recommends you disable any popup blockers you have on your system.

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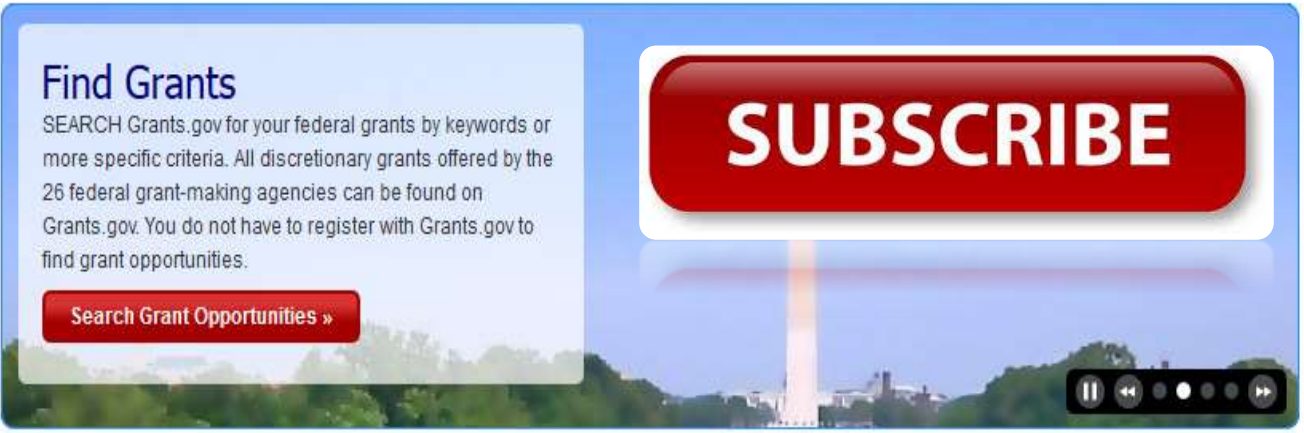
FAQ



Find Open Grant Opportunities

NEWEST OPPORTUNITIES | BROWSE CATEGORIES | BROWSE AGENCIES | BROWSE ELIGIBILITIES

View More »

Funding Opportunity Number	Opportunity Title	Agency
PA-14-146	Additional Research Training Positions for NIAAA-, NIDA-, or NCI-Supported NRSA Institutional Training (T32) Grants (Admin Supp)	National Institutes of Health
L14AS00047	BLM WY Botanic Floristic Inventory CESU	Bureau of Land Management
F14AS00108	Marine Turtle Conservation Fund	Fish and Wildlife Service
F14AS00094	Research in Support of Conservation Planning II: Specialized Conservation Prioritization Modeling and Spatial Analysis Assistance	Fish and Wildlife Service
14-542	Cyber-Physical Systems	National Science Foundation
PAR-14-143	Establishing Behavioral and Social Measures for Causal Pathway Research in Dental, Oral and Craniofacial Health (R01)	National Institutes of Health
PAR-14-144	Establishing Behavioral and Social Measures for Causal Pathway Research in Dental, Oral and Craniofacial Health (R21)	National Institutes of Health
PAR-14-145	NIBIB Biomedical Technology Service Centers (P30)	National Institutes of Health

Grants.Gov Updates:

Scheduled Server Maintenance Alert

Scheduled Server Maintenance System Outage:

March 22-23, 2014.

For more information on scheduled server maintenance outages, please visit the following:
Grants.gov Calendar »
Grants.gov Blog »

Did You Know?

Did you know that Grants.gov must receive verification of registration electronically from SAM before AORs can submit applications on Grants.gov? Please allow 24-48 hours from the date of the SAM email notification to complete the electronic process. To quickly and easily verify Grants.gov AOR status, click here.

Financial Assistance

Grants.gov does not provide personal financial assistance. To learn where you may find personal financial assistance, please visit USA.gov.

Suspect Fraudulent Activity?

The United States Government does not require payment, of any kind, to receive federal grants. To report suspected fraudulent activity, click here.

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME | PASSWORD | LOG IN

Forgot Username? | Forgot Password?

Create an Account

HOME | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

Create User Account

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

Register/Update Entity

Submitted a SAM registration? Check Status

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

Search Records

WHAT IS SAM?

Need Help?

The **System for Award Management** (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS

Please note that SAM user account passwords need to be updated periodically to meet security standards. Instructions to reset your password can be found in the SAM User Guide.

USER GUIDES/HELPFUL HINTS

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.

Service Desk
URL: http://www.FSD.gov

FORMER CCR REGISTRANTS

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to

Office of Justice Programs
Welcome to the
Grants Management System
Click here for Training Material
GMS Sign-In
New User? Register Here
Home

The Grants Center of Excellence

The Grants Center of Excellence (COE) delivers end-to-end grants management services to over 17 Federal partner agencies through GrantSolutions.gov. Managed by the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS), our mission is to provide comprehensive and cost-effective grants management solutions for grantors, grantees, and the public.

Benefits

The Grants Center of Excellence delivers end-to-end grants management services to over 17 Federal partner agencies through GrantSolutions.gov More information.

Services

The Grants Center of Excellence (COE) provides comprehensive, cost-effective grants management solutions for both grantors and grantees. More information.

Partners

The Grants Center of Excellence serves a broad cross section of federal grant making agencies. Diverse in mission, size and program complexity, they bridge the spectrum of grant possibilities demonstrating the flexibility and adaptability of GrantSolutions. More information.

Support

The Grants Center of Excellence (COE) is committed to the success of all of its partners. To ensure the best possible user experience, the COE provides an array of support services. More information.

Login to GrantSolutions

Search

NEWS

Centers for Disease Control and Prevention and Department of Housing and Urban Development join the Grants CoE

The Grants Center of Excellence is pleased to announce the addition of two new Federal partners using the GrantSolutions suite of tools.

Grants CoE End of Fiscal Year 2013

NEWS ARCHIVE

SUPPORT

Monday-Friday 8 AM - 6 PM ET

help@grantsolutions.gov

1.866.577.0771 or 202.401.5282

Web Based Grant Systems

- *DUNS #*
- *Grants.gov = Sign up for email notice of open solicitations.*
- **Register**
  - **Username/password**
- *Stay current!*
  - **Annual or 1 time registration**
- *Common Grant Email Address*

MyAgency@anymail.com

GO!

Planning and Preparation

will produce

Competitive Applications

and

Better Outcomes

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Follow The Format ***Exactly!***

You only have only so many pages…

Use them Wisely!

U.S. Department of Justice

OMB No. 1121-0329
Approval Expires 07/31/2016

Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for Fiscal Year (FY) 2014 Internet Crimes Against Children Program Support. This program furthers DOJ's mission by helping state and local law enforcement agencies develop effective responses to sexual predators who entice children online, child exploitation, and child obscenity and pornography.

OJJDP FY 2014 Internet Crimes Against Children Program Support

Eligibility

Eligible applicants are limited to public agencies, including state agencies, units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior), public universities and colleges (including tribal institutions of higher education), and nonprofit and for-profit organizations (including faith-based, tribal, and community organizations). For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 4.)

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 18.) All applications are due by 11:59 p.m. eastern time on April 14, 2014. (See Deadlines: Registration and Application, page 4.)

All applicants are encouraged to read this Important Notice: Applying for Grants in Grants.gov.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live Web chat. JIC

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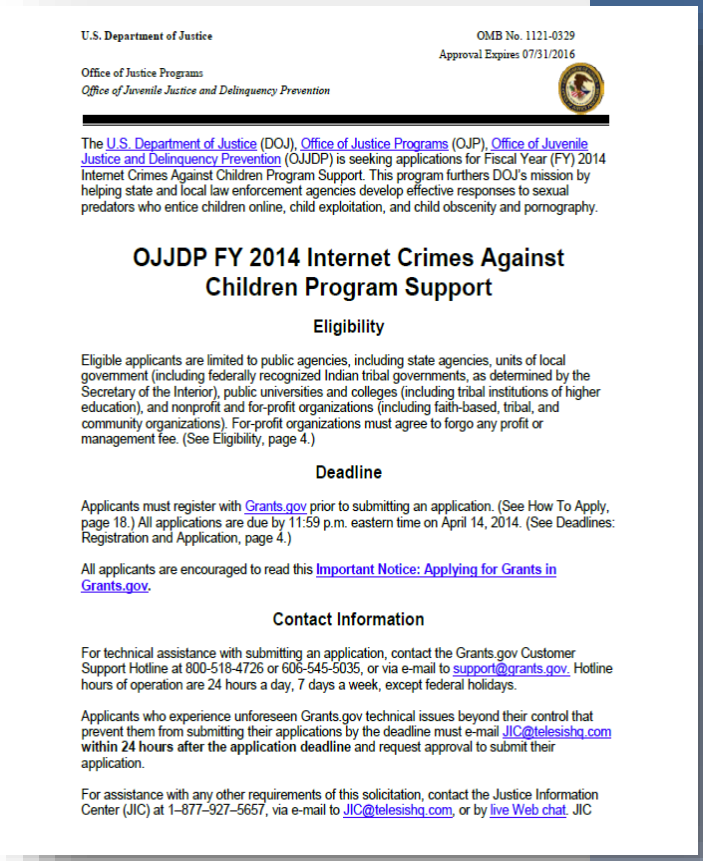
Eligibility to Apply

Eligible applicants are limited to public agencies, including state agencies, units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior), public universities and colleges (including tribal institutions of higher education), and

nonprofit and for-profit organizations **(including faith-based, tribal, and community organizations).**

For -profit organizations must agree to forgo any profit or management fee.

(See Eligibility, page 4.)



U.S. Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

OMB No. 1121-0329

Approval Expires 07/31/2016

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for Fiscal Year (FY) 2014 Internet Crimes Against Children Program Support. This program furthers DOJ's mission by helping state and local law enforcement agencies develop effective responses to sexual predators who entice children online, child exploitation, and child obscenity and pornography.

OJJDP FY 2014 Internet Crimes Against Children Program Support

Eligibility

Eligible applicants are limited to public agencies, including state agencies, units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior), public universities and colleges (including tribal institutions of higher education), and nonprofit and for-profit organizations (including faith-based, tribal, and community organizations). For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 4.)

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 18.) All applications are due by 11:59 p.m. eastern time on April 14, 2014. (See Deadlines: Registration and Application, page 4.)

All applicants are encouraged to read this Important Notice: Applying for Grants in Grants.gov.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live Web chat. JIC

(PROTECT Act) (P.L. 110–401 as amended by P.L. 112-206), 42 USC 17611-17616.

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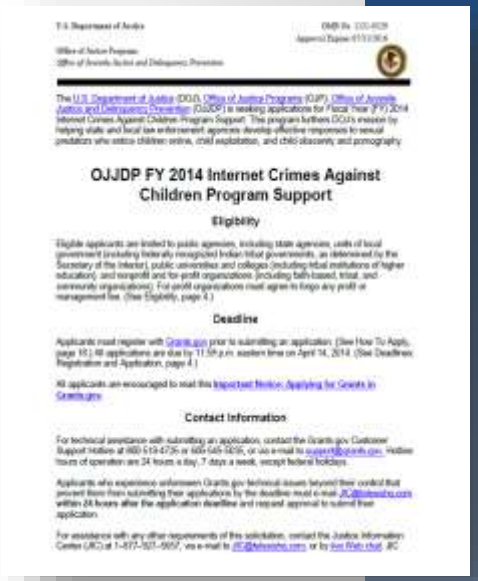
The Solicitation is the Roadmap

- Read through the solicitation (several times) and **highlight critical areas**.

- **Use highlights to construct an outline for responding directly to the solicitation.**

- **Review all associated documentation.**
  - **Legislation** or **cited works** in solicitation
  - Frequently asked questions - **FAQs**

The Application Components



OJJDP FY 2014 Internet Crimes Against Children Program Support

Eligibility

Deadline

Contact Information

1. Application for Federal Assistance (SF-424)
2. Project Abstract (written last)
3. *Program Narrative*
4. a. Statement of the *Problem*.
5. b. Goals, *Objectives* and *Performance Measures*.
6. c. Project Design and *Implementation*.
7. d. Capabilities and Competencies.
8. *Budget* Detail Worksheet and Budget *Narrative*
9. *Indirect Cost* Rate Agreement (if applicable)
10. Tribal *Authorizing Resolution* (if applicable)
11. Additional Attachments

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Under Promise, Over Deliver

-Tom Peters

Budget Flexibility

Budget Details

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

	Amount
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Equipment	
E. Supplies	
F. Construction	
G. Consultants/Contracts	
H. Other	
Total Direct Costs	
I. Indirect Costs	
TOTAL PROJECT COSTS	

Federal Request _____

Non-Federal Amount _____

- Budget is an estimate of costs needed to effectively implement the program.
  - ***Allowable***
  - ***Justified***
  - ***Reasonable***
  - ***Allocable***
- Local Share-***Match***
- Federal Share-***Grant***
- ***Match + Grant = Total Award***

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Budget Narrative

- **The budget narrative should be written last, once the budget detail worksheet is finalized.**
- **The narrative should provide detailed justification for and an explanation of the proposed expenses.**
- ***It also gives the applicant the opportunity to clearly describe the relationship between the proposed activities and the proposed expenditures.***

www.ojp.gov/financialguide/index.htm

OJP TOPICS

- American Indian & Alaska Native Affairs
- Civil Rights
- Corrections
- Courts
- Faith Based & Neighborhood Partnerships
- Juvenile Justice
- Law Enforcement
- Research, Statistics & Evaluation
- Substance Abuse & Crime
- Technology to Fight Crime
- Victims of Crime

2013 Financial Guide

TOC | Contacts | Guide Home

I. General Information | II. Preaward Requirements | III. Postaward Requirements | IV. Organization Structure | V. Appendices

Foreword

Table of Contents

Welcome to the 2013 OCFO *Financial Guide*

We hope you find this guide useful and informative. If you have any questions or comments, please contact the OCFO Customer Service Center.

View Financial Guide in PDF format [6.2 Mb]

View Change Set No. 1 summarizing changes to the 2011 Guide. PDF Format [24 Kb]

TOP 10 TOPICS

1. Financial Management Systems
2. Allowable Costs
3. Unallowable Costs
4. Federal Financial Reports
5. Progress and Performance Reports
6. Audit Requirements
7. Conference Costs
8. Inventory
9. Accounting by Approved Budget Category
10. Subrecipient Monitoring

Foreword

Understanding the Application Review Process

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The Review Process

- Basic Minimum Review - ***BMR***
  - Program office reviews all applications to ensure responsiveness to solicitation, completeness, and that the **activities proposed in the application are measurable, achievable, and consistent with program or legislative requirements**

- Application must follow and address the specific purpose as outlined in the ***Solicitation***
  - **Keep focused on the goals of the solicitation and**

follow the format!!!

Selection Criteria

1. Statement of the Problem **(15 percent)**
2. Goals, Objectives, and Performance Measures **(5 percent)**
3. Project Design and Implementation **(20 percent)**
4. ***Capabilities and Competencies*** **(50 percent)**
5. Budget: complete, cost effective, and allowable, reasonable, allocable, and necessary for project activities. **(10 percent)**
6. **Additional Requirements (22 items)**

Long list…Don't miss any!

Budget Review

- Financial review by the Office of the Chief Financial Officer **(OCFO)**
  - **Allowable**
  - **Reasonable**
  - **Justified**
  - **Allocable**

- OCFO Financial Analysts needs;
  - **Details and information** to clarify why these funds are needed to effectively carry of your program.
  - ***A well written budget narrative is critical!***

This application checklist has been created to assist you in ***developing an application.***

What an Applicant Should Do:

- Prior to Registering in Grants.gov: _____
- Acquire a DUNs number (see page 19) _____
- Acquire or renew registration with SAM (see page 19)
- To Register with Grants.gov: _____
- **Acquire AOR and Grants.gov username/password** (see page 20) _____
- **Acquire AOR confirmation from the E-Biz POC** (see page 20)

To Find Funding Opportunity:

- Search for the funding opportunity on Grants.gov (see page 20) _____
- Download funding opportunity and application package _____
- **Sign up for Grants.gov e-mail notifications (optional)** (see page 19) _____
- Read Important Notice: Applying for Grants in Grants.gov General Requirements:_____

This application checklist has been created to assist you in ***developing an application.***

Review "Other Requirements" Web page

- Scope Requirement: _____
- The federal amount requested is within the **allowable limit of $2 million.**

Eligibility Requirement:

- Public agency, including state agency, unit of local government, including federally recognized Indian tribal government _____
- Public university or college, including tribal institution of higher education _____
- **Nonprofit or for-profit organization, including faith-based, tribal, or community organization**

What an Application Is Expected to Include:

- **Application for Federal Assistance (SF-424) (see page 10)** _____
- **Project Abstract (see page 11)** _____
- **Program Narrative (see page 11)** _____
- **Budget Detail Worksheet (see page 13)** _____
- **Budget Narrative (see page 13)** _____

This application checklist has been created to assist you in ***developing an application.***

- Employee Compensation Waiver request and justification (see page 7) _____
- Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 8) _____
- **Disclosure of Lobbying Activities** (SF-LLL)(see page 20) _____
- Indirect Cost Rate Agreement (if applicable) (see page 14) _____
- Tribal Authorizing Resolution (if applicable) (see page 14) OJJDP-2014-3765 23_____
- Additional Attachments (see page 15) _____
- **Applicant Disclosure of Pending Applications** _____
- **Logic model (see page 12)** _____
- **Timeline or milestone chart** (see page 12) _____
- Résumés of all key personnel _____
- Job descriptions outlining roles and responsibilities for all key positions _____
- Letters of support/MOUs from partner organizations (see page 13) _____
- **Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service,** if applicable. _____
- Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable. _____
- **Accounting System and Financial Capability Questionnaire (see page 16)**

Check, Double Check & Check Again

If You Don't Write It…

Reviewers

Don't Know it!

Give Them What They Need To Say…

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Success & Setbacks

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Now What?!

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STRATEGY ST
IMPLEMENTATION AVE

Refined Process Map

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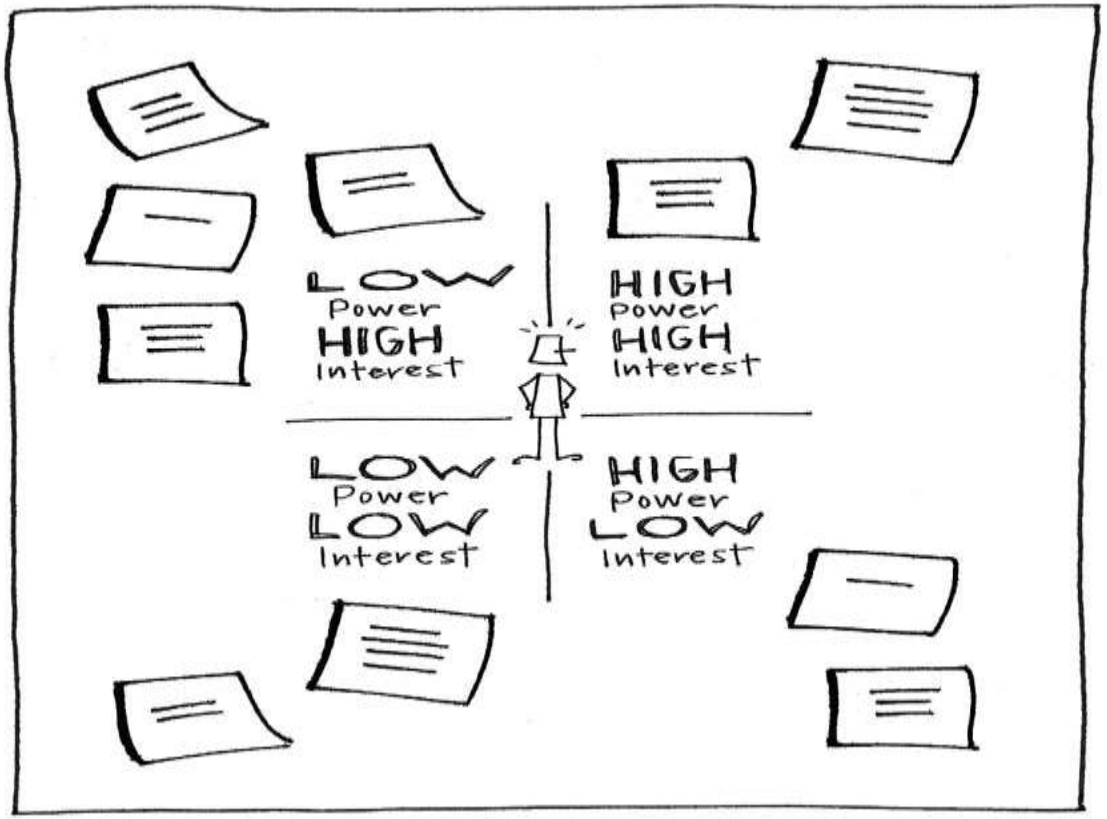
Stakeholder Management



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Before, During & After

Great Grant Documentation

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When you lose,
Don't lose the
lesson.

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Habit 7 – Sharpen the Saw

Get your scores and reviewer comments and learn.

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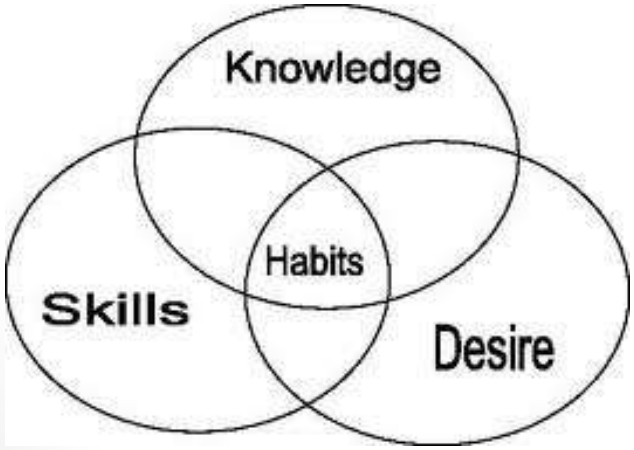
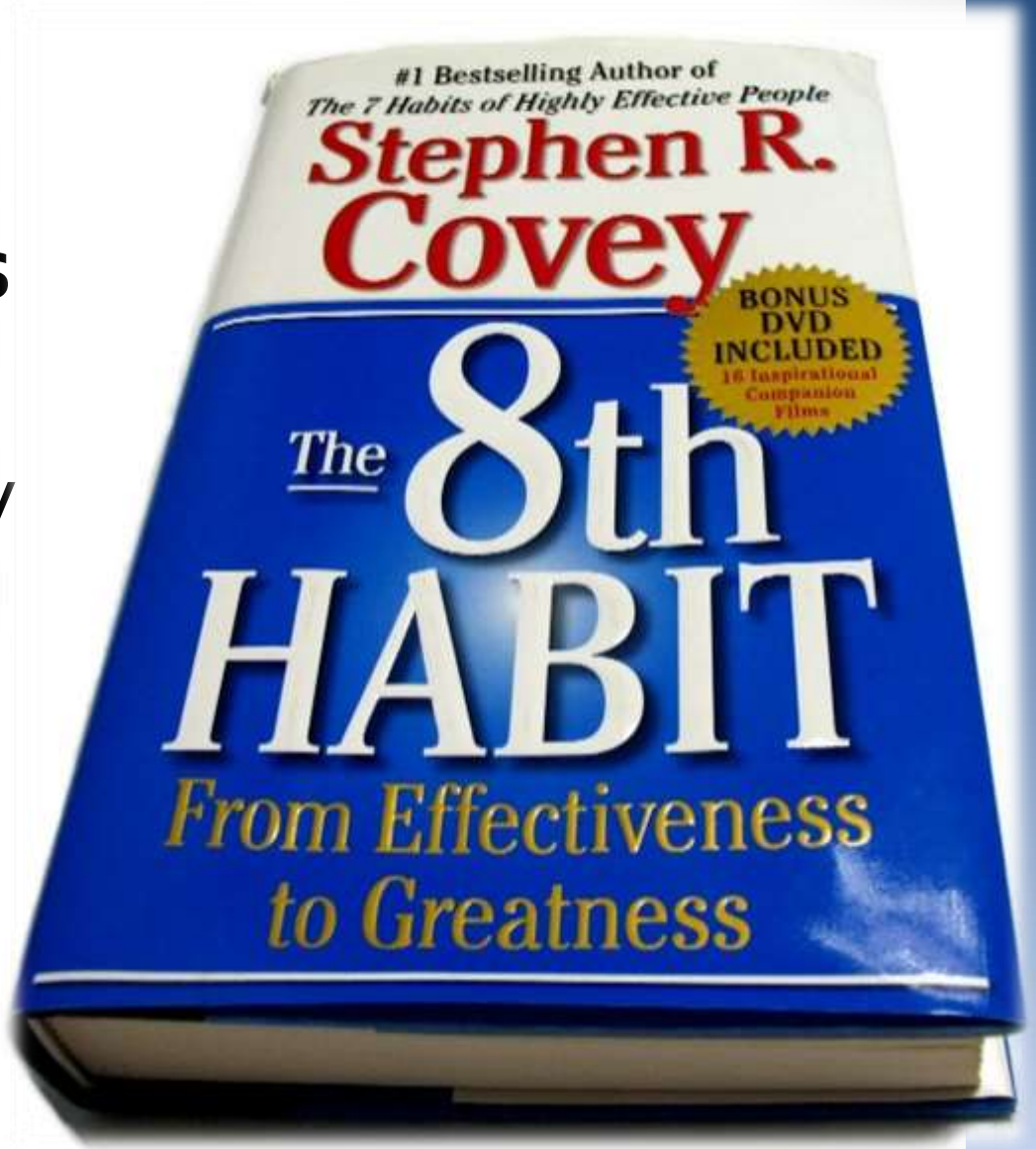
Key Lessons Learned

Seven to Remember

1. Start preparing ***early.***
2. Follow the ***instructions & guidance.***
3. Be ***organized and logical.***
4. Be ***data driven***
5. ***Use Best & Evidenced Based Practices***
6. Carefully ***proofread*** (3rd party review)
7. Write for the ***audience*** **(funder-reviewers)**

Go Build Your
Knowledge, Skills & Abilities
to Increase Agency Capacity





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BJA BUREAU OF JUSTICE ASSISTANCE
U.S. DEPARTMENT OF JUSTICE

The BJA Grant Writing and Management Academy

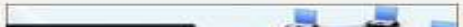
Before Applying for BJA Funds | Applying for BJA Funds | Managing Your BJA Funds | Strategic Planning | Budget

About the training...

The Bureau of Justice Assistance has established The Grant Writing and Management Academy for criminal justice practitioners and state, local, and tribal jurisdictions (including any community- and/or faith-based partners) that apply for or receive federal grants. This training provides an overview of project planning, management, administration, and assessment of federally funded programs. The training encourages participants to think strategically about how they develop and fund projects. Participants are introduced to a variety of methods and tools used to identify community problems, administer and manage projects, and assess performance.

Module 1: Before Applying for BJA Funds

The first module—Before Applying for BJA Funds—provides an overview of BJA, its funding opportunities, and the purpose of and the rules associated with grant funds and highlights various tools and resources available from BJA to help perspective applicants and grantees. Many potential applicants are unaware of the various rules and requirements associated with applying for and receiving federal grant funds. This module will help clarify those responsibilities so that applicants will know what is expected of them should they decide to apply for grant funds. In addition, the module offers tips to help agencies receive the variety of notices regarding funding availability in a timely fashion.



The second module—Applying for BJA

You will learn about:

- Issues and requirements to consider before applying for BJA funds.
- Steps and development required to submit a well-rounded application.
- Management and administration necessary for a successful project.
- Supplemental information focusing on strategic planning and budget development.

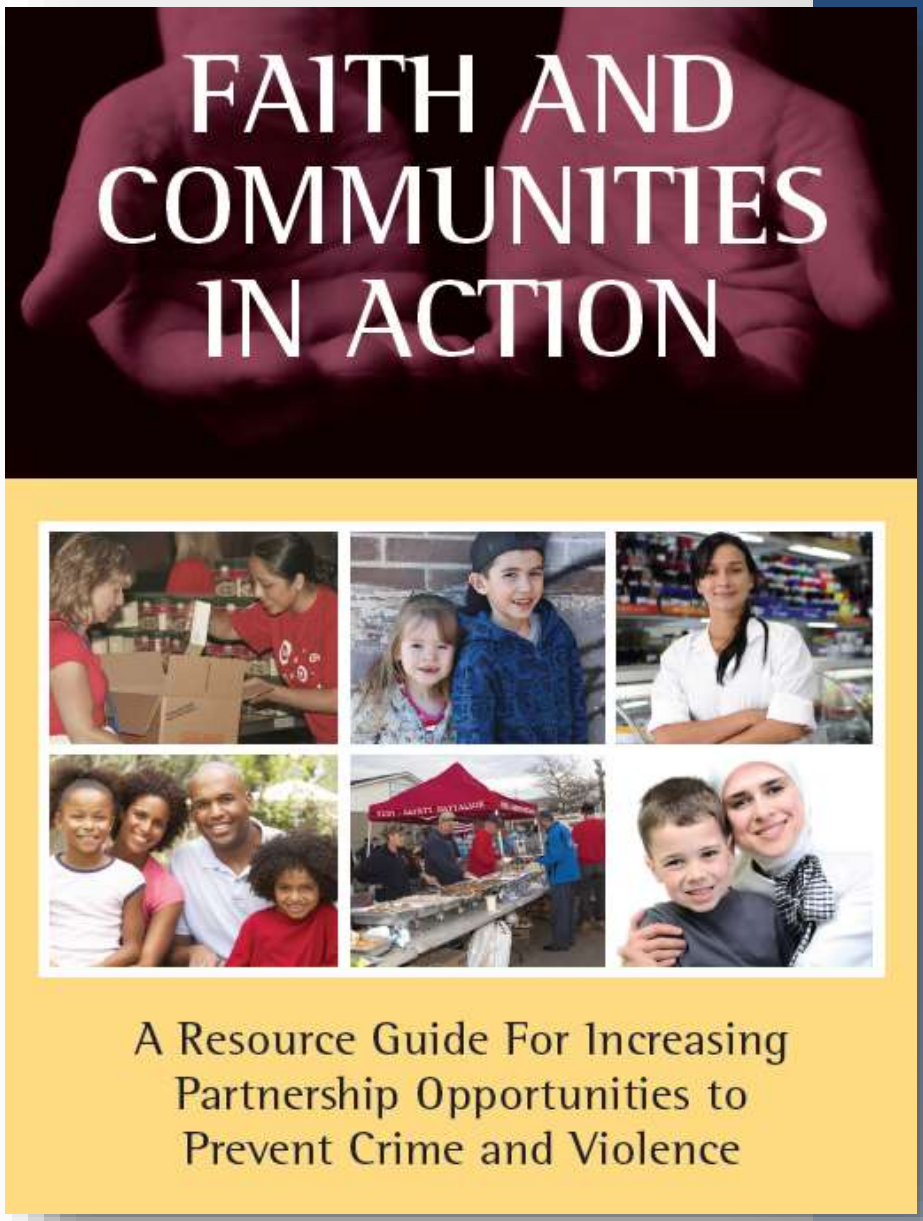
Training topics include:

- Project Strategy and Design
- Problem Validation and Data Gathering
- Partnerships
- Management Strategies
- Project Integrity, Accomplishments, and Sustainment
- Resource Development

It is not the strongest of the species that survives, nor the most intelligent that survives.

It is the one that is most adaptable to change.

—Charles Darwin, 1809-1882



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