

Technical Assistance (TAP)

Office of Insular Affairs



Office of Insular Affairs

Applying for Technical Assistance Grants

- Go to www.grants.gov
- In the red block to the left of the screen, click on:
Find Grant Opportunities



CCR will not process new registrations as of May 23, 2012. SAM will replace CCR on May 29, 2012. [Read more here.](#)

FOR APPLICANTS

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Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov can also provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

What's New at Grants.gov

The Central Contracting Registry (CCR) will be replaced by the System for Award Management (SAM) on May 29, 2012.

Grants.gov to actively reject submissions from organizations with expired CCR/SAM registration.

New Opportunities This Week

Verify if your Adobe Reader Version is Compatible with Grants.gov

Grants.gov Webcast on Grant Fraud is now available online

OMB Memoranda for the Use of Grants.gov by the Federal Agencies

FSRS Role-Based Training Webinar for FFATA Sub-Award Reporting

Review the Security Build Updates and Their Impact on You

Quick Links

Latest News!

Grants.gov Blog

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[USASpending.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [CCR.gov](#) | [DUNS Request](#) | [SBA.gov](#) | [Federal Student Aid](#)

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- Click on the first gray block:
Basic Search

[Home](#) » [For Applicants](#) » [Find Grant Opportunities](#)

FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [Get Registered](#). This process takes 3-5 business days up to 4 weeks if you experience any difficulties.

Search Grant Opportunities

Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number.

Basic Search



Search by a variety of categories of funding activities.

Browse by Category



Search from a list of agencies offering grant opportunities.

Browse by Agency



Search by more specific criteria such as: Funding Instrument Type, Eligibility or Sub-agency.

Advanced Search



Search for Recovery Act Opportunities.

Find Recovery Act Opportunities



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Applying for Technical Assistance Grants

- Enter CFDA # 15.875
 - This is the CRDA # for all Office of Insular Affairs discretionary grant programs.
- Click on Search



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Home > Find Grant Opportunities > Basic Search

BASIC SEARCH

Basic Search • [Browse by Category](#) • [Browse By Agency](#) • [Advanced Search](#)

To perform a **basic search** for a grant opportunity, complete at least one of the following fields Keyword Search, Search by Funding Opportunity Number, **OR** Search by CFDA Number and then select the Search button.

Only open opportunities will be returned. To search closed or archived opportunities, use [Advanced Search](#).

For helpful search tips and to learn more about finding grant opportunities check out the [Search Grant Opportunities](#) guide.

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:



SEARCH

CLEAR FORM



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- Click on OIA Technical Assistance Program


Grants.gov - Find Grant Opportunities - Search Results Grant Opportunities - Windows Internet Explorer

http://www.grants.gov/search/search.do;jsessionid=NbjfP1Ndc0Gtgk7LcLMRLGIMJ75dy2mhLfTIRgLTl3yDttPTncZl1995! Live Search

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Grants.gov - Find Grant Opportuniti...



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Search Results

[New Search](#)

Sort: Open Date, Descending

[Sort by Close Date](#)

Results 1 - 3 of 3

Open Date	Opportunity Title	Agency	Funding Number
02/15/2012	FY 2012 Water & Wastewater	Department of the Interior	OIA-FY2012-WATER
09/30/2011	OIA Maintenance Assistance Program	Department of the Interior	OIA-FY2012-MAP
09/30/2011	OIA Technical Assistance Program	Department of the Interior	OIA-FY2012-TAP

Results Page: 1

[New Search](#)

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- You can read the synopsis of the announcement [here](#).



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OIA Technical Assistance Program

[Synopsis](#)[Full Announcement](#)[Application](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **09/30/2011**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	OIA-FY2012-TAP
Opportunity Category:	Discretionary
Posted Date:	Sep 30, 2011
Creation Date:	Sep 30, 2011
Original Closing Date for Applications:	Sep 30, 2012
Current Closing Date for Applications:	Sep 30, 2012
Archive Date:	Oct 30, 2012
Funding Instrument Type:	Grant
Category of Funding Activity:	Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)
Category Explanation:	Technical assistance for the U.S. Insular Areas.
Expected Number of Awards:	100
Estimated Total Program Funding:	\$12,000,000
Award Ceiling:	\$12,000,000
Award Floor:	\$1
CFDA Number(s):	15.875 -- Economic, Social, and Political Development of the Territories
Cost Sharing or Matching Requirement:	No

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- Click on Full Announcement to read the Full Announcement.



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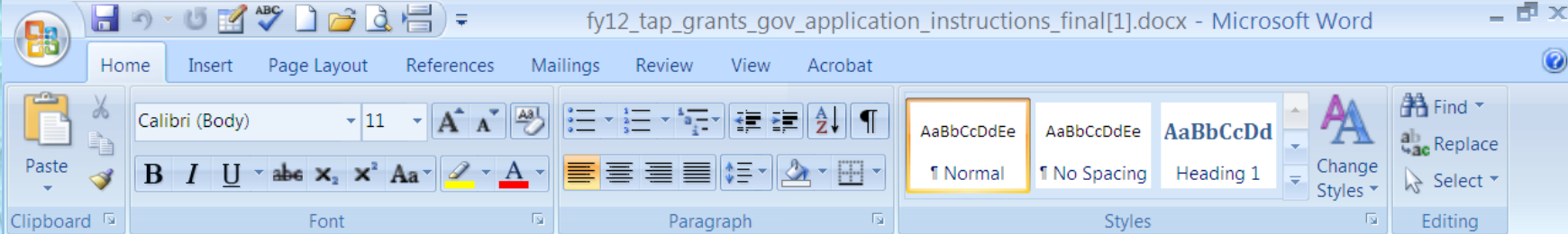
Click on the following file to download the full announcement.

Announcement Group	Description	File Type
Full Announcement	TAP Application Instructions	DOCX
Full Announcement	Zip of All Attachments	ZIP

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Applying for Technical Assistance Grants

- Click on Full Announcement to read the Full Announcement.



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. 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

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Applying for Technical Assistance Grants

- Click on Application for application instructions.



OIA Technical Assistance Program

[Synopsis](#)**Full Announcement**[Application](#)

Click on the following file to download the full announcement.

Announcement Group	Description	File Type
Full Announcement	TAP Application Instructions	DOCX
Full Announcement	Zip of All Attachments	ZIP



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Applying for Technical Assistance Grants

- Click on download.
- Follow instructions to apply for a TAP grant.
- In order to apply you must be registered with www.grants.gov
- Click on the Get Registered and Follow Instructions.

[Home](#) > [Applicants](#) > [Search Opportunities](#) >

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SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

More than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
15.875	OIA-FY2012-TAP	OIA-FY2012-TAP	OIA Technical Assistance Program	Department of the Interior	download

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- In order to receive a grant you must have a DUNS number issued and be actively registered in CCR.
- Links to DUNS and CCR are provided at the bottom of the Get Registered Home Page (next slide).
- Detailed DUNS and CCR instructions may also be found:
- <http://www.grants.gov/assets/OrgRegUserGuide.pdf>
- If you have questions, please contact CCR Assistance Center at:
<http://www.bpn.gov/ccr/Help.aspx> or by telephone at 866-606-8220 (Dial 334-206-7828 for international calls. For DSN, dial 809-463-3376, wait for a dial tone, and then dial 866-606-8220).

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Applying for Technical Assistance Grants

Grants.gov - Get Registered - Windows Internet Explorer

http://www07.grants.gov/applicants/get_registered.jsp

File Edit View Favorites Tools Help

Web Search Bookmarks Settings HP Solutions HP Free Templates HP Partner Discounts

Grants.gov - Get Registered

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Please choose one of the options below:

Organization Registration

An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration Overview Tutorial](#)

[Organization Registration User Guide](#)

[Organization Registration Checklist](#)

***Please Note:** If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

Individual Registration

Submitting a grant on your own behalf. If you register as an Individual, you will only be able to apply to grant opportunities indicating Individual eligibility.

[Organization Registration Overview Tutorial](#)

[Individual Registration User Guide](#)

***Please Note:** An individual cannot submit a grant application with organization eligibility requirements.

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[USASpending.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [CCR.gov](#) | [DUNS Request](#) | [SBA.gov](#) | [Federal Student Aid](#)

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- The Office of Insular Affairs' accepts 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.

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- 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.

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- 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.

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- Eligible grant 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.
- TAP Applications must be submitted via grants.gov
- 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.

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

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- **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).

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- **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

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

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Applying for Technical Assistance Grants

- **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.

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- 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 when you apply via www.grants.gov or you may contact an OIA Technical Assistance staff member to receive an email copy of the required forms.

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- Required SF-424 Application for Federal Assistance Forms

SF424 Core.pdf - Adobe Acrobat Professional

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Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

Print Form

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s) <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
---	--

3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
---	--

5a. Federal Entity Identifier: <input type="text"/>	*5b. Federal Award Identifier: <input type="text"/>
--	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

*a. Legal Name: <input type="text"/>	
*b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	*c. Organizational DUNS: <input type="text"/>

d. Address:

*Street 1: <input type="text"/>
Street 2: <input type="text"/>
*City: <input type="text"/>

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- Required SF-424A Budget Information – Non Construction

SF424A-V1.0 Non-Construction Budget.pdf - Adobe Acrobat Professional

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BUDGET INFORMATION - Non-Construction Programs OMB Approval No. 4040-0006
Expiration Date 04/30/2008

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$

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- Required SF-424B Assurances – Non-Construction Programs

SF424B Non Construction Assurances.pdf - Adobe Acrobat Professional

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OMB Approval No. 4040-0007
Expiration Date 04/30/2008

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s)

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Applying for Technical Assistance Grants

- **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.

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- **Review Process for Applications**
- **Once a TAP grant application is received through www.grants.gov, generally it will be scheduled for review by the TAP Review Committee.**
- **TAP Review Committee is generally comprised of Technical Assistance staff, Desk Officers for the respective insular areas, Division Directors of TAP, Budget and Policy, OIA Field Staff, the Director, Office of Insular Affairs, and other OIA staff as necessary. Comments are sought from other Federal agencies and stakeholders as deemed appropriate.**
- **When the TAP Committee has completed its review recommendations are submitted to the Assistant Secretary for Insular Areas.**
- **If the Assistant Secretary concurs, a grant award is prepared.**

Office of Insular Affairs

Applying for Technical Assistance Grants

www.grants.gov HelpDesk

- www.grants.gov is not a DOI or OIA system, if you need system related help please contact the grants.gov helpdesk: <http://www.grants.gov/contactus/contactus.jsp>
- **Grants.gov Contact Center:**
 - 24 hours a day, 7 days a week. We are closed on [federal holidays](#).
 - Phone: 1-800-518-4726 (local toll free). For International callers, please dial 606-545-5035 to speak with a Contact Center representative.
 - Email: support@grants.gov
 - [iPortal](#): Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET).

Please have the following information available when contacting us, to help expedite your inquiry: Funding Opportunity Number (FON), Name of Agency, Specific Area of Concern.

U.S. Postal Service (USPS) Mail Address:

U.S. Department of Health and Human Services
Grants.gov
200 Independence Avenue, S.W.
HHH Building
Washington, DC 20201

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Payments for Technical Assistance Grants

- ASAP is the payment system which is required to be used for payments under a TAP grant for U.S. Territories, and it can be used for payments to the Freely Associated States if a U.S. bank is utilized.
- In order to use ASAP, you have to enroll. The first step to enrollment is to complete the 3 enrollment forms and submit to Faride Kraft: faride_kraft@ios.doi.gov (202) 219-1335
- Even if a potential recipient is ASAP enrolled with another agency (including one within DOI like FWS), they will still need to complete the forms and enroll to "link" with OIA via our ALC. So an entity may end up being ASAP enrolled several times with several different agencies/bureaus.

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- **Office of Insular Affairs Contacts**

Charlene Leizear charlene_leizear@ios.doi.gov (202) 208-3239

-Director, Technical Assistance Division

Faride Kraft faride_kraft@ios.doi.gov (202) 219-1335

-Deputy Director, Technical Assistance Division

Merriam Porter merriam_porter@ios.doi.gov (202) 219-0413

-Grant Manager (AS, CNMI, FAS), Technical Assistance Division

Mary Baltimore mary_baltimore@ios.doi.gov (202) 208-3242

-Grant Manager (USVI, GU, RMI, PAL), Technical Assistance Division

Cheryl Jodoin cheryl_jodoin@ios.doi.gov (202) 208-6971

-Grant Manager (Maintenance Assistance (MAP)), Technical Assistance Division

Hailey McCoy hailey_mccoy@ios.doi.gov (202) 513-7746

-Grant Assistant (TAP/MAP), Technical Assistance Division

Wrap Up

- Questions?

