



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 2016 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, economic development, education, energy, management control initiatives, disaster assistance, natural and cultural resources, climate change, capacity building, health initiatives, and outdoor youth initiatives.*

For fiscal year 2016, the Office of Insular Affairs' highest priority for TAP will be for climate change adaptation planning, assessment, or implementation. To be considered, applicants from the U.S. territories must coordinate with the offices of their respective Governors and applicants from the Freely Associated States must coordinate with the offices of their respective Presidents. Please respond to the climate change questions included in section 11 of page 5 of this TAP application.

Generally, TAP grants are not intended 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. In addition, TAP grants are not intended to fund the salaries of local, existing, employees (see Section D. Application Restrictions) though they may be utilized to provide temporary short term expertise if approved in the proposal budget. Finally,

TAP funding is not intended for purchase of standard or routine vehicles though specialized vehicles, such as ambulance or fire trucks, may be considered.

*\* Costs associated with providing training should be limited to permanent career staff. OIA's limited grant funding should not, in general, be used to fund the training costs, including travel costs, of insular area political officials with limited terms or appointments.*

## **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, economic development, training, education, energy, management control initiatives, safety, emergency, disaster assistance, historical & cultural preservation, climate change, capacity building, health initiatives, and outdoor youth initiatives.

The period of performance for the majority of projects funded under this program is limited to three years. Project proposals should be designed accordingly and should include a project timeline. 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 local government entities, independent authorities, and educational institutions in 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 benefits the seven insular areas in accordance with regulations contained in 2 CFR 200.

## **IV. Application Information**

**TAP Applications must be submitted via Grants.Gov ([www.grants.gov](http://www.grants.gov)). Please note that an applicant must first be registered with Grants.Gov to use the system and must have a Data Universal Numbers System (DUNS) number as well as an active Central Contractor Registration (CCR).**

**Applicants from Palau:** All applicants from Palau are exempt from using grants.gov due to technical limitations. They may email any proposals to Technical Assistance Division Director Charlene Leizear with a cc to Hailey McCoy. Their contact information is at the end of this announcement.

**Submission Deadline:** Applications will be accepted via Grants.Gov until March 1, 2016. Applications received later than March 1 may not receive consideration.

**Review Timeframe:** Application reviews will be delayed until we receive full year TAP 2016 appropriations. OIA will act on applications in as timely a manner as possible, however, outside factors such as the Congressional appropriations cycle, may delay the review process.

**Decision:** Applicants will be notified of the final determination on their applications, generally via email, once a decision is reached.

**Application Preparation:** Applications should be prepared and submitted by the entity who would receive the grant award. Applications submitted and prepared by a third party, such as an existing contractor or a potential contractor who may benefit from the grant, are not considered allowable. Please note that grant recipients must follow the applicable procurement procedures contained in 2 CFR 200 when procuring services and goods under OIA grants.

**Application Format:** OIA does not require a standard format; however, your proposal should include all of the following elements in order to receive full consideration:

- A. Signed and Dated Cover Letter:** 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 Esther Kia’aina  
 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) and activities being proposed, in detail.

**2. Detailed Project Budget(s):** Provide detailed budget information for the proposed project(s) and activities. A budget breakout chart, by category, is suggested. Please make sure to explain categories that are not self-explanatory, such as “OTHER”, in full. Please note that all activities and costs to be charged to the grant must be in full compliance with the applicable cost principles:

Entity incurring costs	Applicable directive
State, local, or Federally recognized Indian Tribe	2 CFR 200 Subpart E - Cost Principles; 200.416-200.417 - Special Considerations for States, Local Government, and Indian Tribes
Non-profit organization	2 CFR 200 Subpart E – Cost Principles
Institution of Higher	2 CFR 200 Subpart E – Cost Principles; 200.418 - 200.419 –

Education	Special Considerations for Institutes of Higher Education
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**3. Detailed Project Timeline(s):** Provide a detailed project timeline for the completion of the projects or activities proposed.

**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>Priority Project (list in priority order)</i>	<i>Requested Amount</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 2013</i>	\$

**7. Grant Recipient:** Please provide the name, title, and address of person to who the grant award, if made, should be addressed. This is normally, the head of the local government or organization.

**8. Recipient Grant Manager:** Please provide the name, title, and contact information for the person who will be the day-to-day grant manager if the proposal is funded. Contact information should include the mailing address, phone number, fax number and email address (as applicable).

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

- a) Does your organization have independent financial capabilities that can comply with the financial management and accounting requirements detailed in 2 CFR 200 (see below)?
- b) Does your organization have a financial unit? If so, please describe the staffing and structure (such as the number of CPAs, utilization of accounting software etc.)
- c) Has your organization received and managed federal grant funding before?
- d) Does your organization undergo an annual financial audit?
- e) Has your organization ever completed a single audit?
- f) Is your organization a 501(c)(3) nonprofit? If so, please submit supporting documentation of your 501(c)(3) status.

All applicants, but especially first time applicants, are strongly encouraged to review Code of Federal Regulations Title 2, Part 200 (2 CFR 200) in order to familiarize themselves with the Department of the Interior's administrative requirements, particularly the financial management requirements, associated with managing federal grant funding. 2 CFR 200 can be viewed using the following link:

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**10. Automated Standard Application for Payments (ASAP) Identification Number:** Organizations already enrolled in ASAP under Agency Location Code 14010001 should list their ASAP identification number on their application. Please see *Section VI. Fund Disbursement* below for additional information.

**11. For Climate Change Related Proposals, please provide responses to the items below:**

1) How does your proposal contribute to overall climate change adaptation or implementation for your respective territory or freely associated state?

2) Please identify which category or categories your proposal addresses:

- Climate Change Adaptation Planning
- Climate Change Adaptation Planning Implementation
- Vulnerability Assessment
- Capacity Building

3) Have you coordinated your proposal with the Governor's office of your territory or your President's office of your freely associated state? Please identify who you worked with and on what dates.

4) What other funding sources have you sought for this proposal?

5) How does your proposal contribute to one or more of the following outcomes: enhanced resilience of communities, institutions, infrastructure, livelihoods, or ecosystems.

### **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 forms can be found on the Grants.Gov website and are made available as part of the Grants.Gov application process:

<https://apply07.grants.gov/apply/FormsMenu?source=agency>

### **D. Application Restrictions**

Applications should not include requests to fund force accounts:

Force Accounts: A force account refers to a grantee’s own (existing) personnel being charged to the grant. In general, 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.

## **V. Grant Reporting**

The standard grant reporting requirements are listed below:

- 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 Terms and Conditions section of the award. Additional requirements are assigned on a case-by-case basis and may also be found in the Terms and Conditions section of the award.

## **VI. Fund Disbursement**

Grant recipients located in the U.S. Territories or in the United States will be required to enroll with, and utilize, the U.S. Treasury's Automated Standard Application for Payments (ASAP) system to request payments under a grant. Recipients located in the Freely Associated States or a foreign country may enroll with, and utilize, ASAP to request payments if using a U.S. Bank to receive payments.

All payments are made via Electronic Funds Transfer (EFT) or Automatic Clearing House (ACH).

Please note that a grantee must be enrolled in ASAP under Agency Location Code 14010001 to have access to OIA grant funds. A grantee may already be enrolled in ASAP for another grant program, such as through the U.S. Fish and Wildlife Service, but if the grantee is not specifically enrolled under ALC 14010001 it will not have access to the OIA grant.

Organizations already enrolled in ASAP under ALC 14010001 should list their ASAP ID on their applications as noted above in *Section IV(B)(10)*.

The ASAP enrollment forms can be found on the OIA website:

<http://www.doi.gov/oia/grants.cfm>

## **VII. Agency Contacts**

Charlene Leizear, Technical Assistance Division Director  
charlene\_leizear@ios.doi.gov  
(202) 208-3239

Mary Baltimore, Grant Manager ~ *U.S. Virgin Islands, Other (non-insular based entities)*  
mary\_baltimore@ios.doi.gov  
(202) 208-3242

Merriam Porter, Grant Manager ~ *Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, Reimbursable Support Agreements*  
merriam\_porter@ios.doi.gov  
(202) 219-0413

Hailey McCoy, Program Assistant ~ *American Samoa, Guam, Palau*  
hailey\_mccoy@ios.doi.gov  
(202) 513-7746

Jennifer Feng, Grant Manager ~ *Republic of the Marshall Islands*  
[Jennifer\\_Feng@ios.doi.gov](mailto:Jennifer_Feng@ios.doi.gov)  
(202) 208-6974

Technical Assistance Division  
DOI - Office of Insular Affairs  
1849 C St., N.W.

MS-2429  
Washington, D.C. 20240  
General Line: (202) 208-4707  
Fax: (202) 208-7585

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