

Presenters


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2

About OVSJG



The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District.

In order to accomplish its mission, OVSJG coordinates and funds community-based and District agency services for victims of crime and justice-involved individuals. Additionally, OVSJG manages efforts that aim to reduce truancy in the District's public and charter schools, and supports juvenile diversion, mentoring, and gang intervention efforts.

OVSJG also provides policy making expertise, advice, and counsel to the Executive on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence.

3

Objectives

Upon completion, participants will be able to:

- List the sections of a typical OVSJG Request for Applications (RFA)
- Identify three elements of the budget framework
- Discuss budget categories and calculations

RFA Structure: What is Typically Required?

- Applicant Profile
- Abstract
- Project Narrative
- Organizational Experience and Qualifications
- **Budget and Budget Narrative**
- Logic Model and Work Plan
- Supporting Documents (e.g., Resumes, Job Descriptions, Organizational Chart)
- Certification and Assurances

Budget Framework

Allowable

Reasonable

Allocable

Allowable

A cost is generally considered allowable if it services the purpose of the grant award. However, funders may follow a specific set of rules or guidelines that more narrowly define what allowable means for a particular grant.

When writing a proposal or managing grant awards received, organizations must conform to any limitations or exclusions stated in the solicitation or award documents for the grant. These documents usually outline regulation language or specific requirements or limitation language mandated by the funder.

A cost must be designated as "allowable" and not specifically defined as "unallowable" by a regulation, request for proposal, or grant/contract-specific award conditions.

When in doubt, ask the funder if a specific cost is allowable!



7

Reasonable

Costs must also pass the hurdle of being "reasonable."

Reasonable costs are *necessary* for the appropriate and efficient performance and administration of the grant award dollars.

Reasonable costs are typically judged by what a "*prudent person*" would do given the circumstances when the decision was made.

- Good example: Requesting money to buy books for a proposal to facilitate a book club.
- Bad example: Requesting money to buy spoons for a proposal to facilitate a book club.



8

Allocable

Allocable means the costs requested are consistent with achieving the benefit intended or received under the grant.

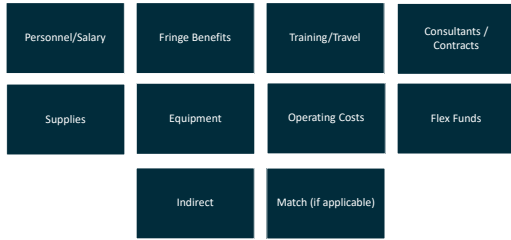
Applicants should request costs that will be incurred solely to support or advance the work of the grant project. Applicants or grantees should not request funds that are outside the scope of what is needed to perform the work for their project.

Determining allocability requires you to think about assigning costs to your project activities and proposal objectives.



9

Budget Categories



Allocating Costs

Item

Computation

Cost

Item	Computation	Cost
ABC	$\$X/\text{month} \times Y \text{ months} \times Z\%$	$\$xxx.xx$

Justification

Personnel

Calculate FTE percentages

POSITION	COMPUTATION	COST
Jane Doe, Program Manager	$\$60,000/\text{year} \times 65\%$	\$ 39,000
John Smith, Case Worker	$\$45,000/\text{year} \times 100\%$	\$ 45,000
	TOTAL \$	84,000

Jane Doe, Program Manager, will oversee the daily operations of the project and supervise project staff. Ms. Doe is also responsible for drafting and submitting programmatic and financial reports.

John Smith, Case Worker, will work directly with clients providing case management and referrals to additional services.

Supplies

Office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000 are typically considered a supply.

Keep in mind the following themes when providing cost estimates for supplies and equipment

- Is this reasonable? (number of items requested, dollar amount requested, items requested are relevant to the project objectives)
- Did I provide enough detail about my request? (provide why an item is needed, be detailed in your outline of what requested funds will be used for, and whenever possible give detailed numbers, calculations, and descriptions)



Supplies

Item	Computation	Cost
Office supplies	\$5,000/year x 15%	\$ 750
Palm cards	\$0.05/card x 5000 copies	\$ 250
Laptop/Notebook	1 unit at \$500	\$ 500
TOTAL SUPPLIES		\$1,500

Office supplies are based on the program's percentage of the annual organization supply budget. Palm cards with agency contact information will be distributed during outreach activities. The laptop/notebook will be purchased for the Case Worker.



Equipment

Special Rules for Equipment

- Inventoried (keep property records that demonstrate use, maintenance and management of equipment)
- Depreciation schedule (method to account for the cost of an asset over its lifetime of usefulness)
- Available for inspection (must be able to demonstrate the property still exists, is usable, and still needed)

Keep in mind the following themes when providing cost estimates for supplies and equipment

- Is this reasonable? (number of items requested, dollar amount requested, items requested are relevant to the project objectives)
- Did I provide enough detail about my request? (provide why an item is needed, be detailed in your outline of what requested funds will be used for, and whenever possible give detailed numbers, calculations, and descriptions)



Flex Funds (if allowable)

- Some OVSJG grants allow for the applicants to request flex funds.
- Please read the RFA carefully to determine if your proposed program is eligible for this type of funding.
- Flex Fund requests must be supported by a justification of how flex funds support the objectives of the grant. Cost calculations should still be included.
- OVSJG requires that flex funds be used for client support services (e.g., purchasing Smart Trip cards to support client transportation).



Indirect Costs

Costs incurred for a common or joint purpose benefiting more than one cost objective

“Administration” is defined as general administration and general expenses such as the director’s office, accounting, personnel, and all other types of expenditures not listed specifically in “Facilities.”

“Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses.



Direct vs. Indirect Costs

“There is no universal rule for classifying certain costs as either direct or indirect.”

2 CFR 200.412

Direct	Indirect
<ul style="list-style-type: none">• Costs that can be identified specifically with a particular final cost objective• “Cost objective” means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred• EX: Compensation of employees for effort on the performance of the award; materials and equipment; travel expenses	<ul style="list-style-type: none">• Costs incurred for common or joint purposes• Cost cannot be readily and specifically identified with a particular cost objective without effort disproportionate to the results achieved• EX: Accounting; Human Resources; Payroll;• 2 CFR 200.56



NICRA & De Minimus

Negotiated Indirect Cost Rate Agreement (NICRA)

- Submit a proposal to cognizant federal agency
 - 2 C.F.R. § 200.414 (e) and Appendices III – VII to 2 C.F.R. Part 200.
- Cognizant federal agency is generally the federal agency that provides your organization with the most federal financial assistance

De Minimus

- Have never received a NICRA
- Up to 10% of modified total direct costs (MTDC)
- MTDC can include all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward/contract
- MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward/contract in excess of \$25,000



Match Funds

Some OVSIG grants require that the applicant is able to support a share of the funds used to execute a project or meet a grant objective. This is called match funds or grantee share.

An expense undertaken by the organization that helps to meet the program goals and objectives.

Applicants can typically use a combination of in-kind and/or cash to cover match.

OVSIG also offers opportunities for requesting a waiver of these requirements.

- Review the RFA language to determine eligibility of a cost or funding source for meeting a match requirement or when considering whether your organization may be eligible to request and receive a waiver.



Budget Summary

Budget	OVSIG Grant Funds Requested
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Contracts/ Consultants	
E. Supplies	
F. Equipment	
G. Operating	
H. Flex Funds	
TOTAL DIRECT COST	
I. Indirect Costs	
TOTAL PROJECT COST	
MATCH (if applicable)	



ZoomGrants™

Applications must be submitted in the OVSJG electronic grants management system, ZoomGrants™. You can access ZoomGrants by selecting the link provided in the RFA or posted on the OVSJG current funding opportunities webpage: <https://ovsjg.dc.gov/page/current-funding>.

Once you have created an account in ZoomGrants you can begin filling out an application.

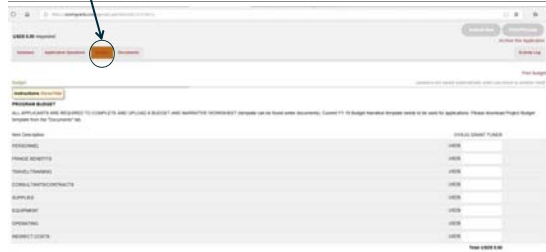
There are two sections within the application that request budget information.

- Budget tab – enter budget summary information
- Documents tab – download, complete, and submit the required budget template and budget narrative



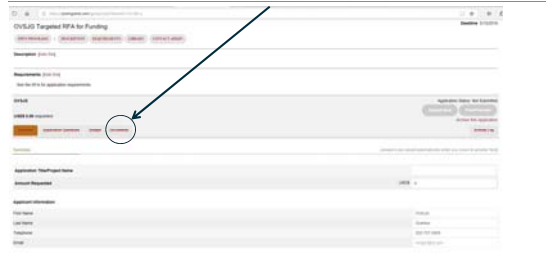
28

Budget Tab – Budget Summary Information



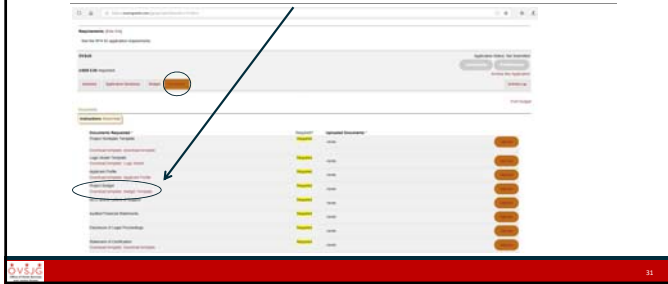
29

Downloading the Budget Template in ZoomGrants



30

Downloading the Budget Template in ZoomGrants



Use the Template as a Guide

Can submit either Word, PDF, or Excel format

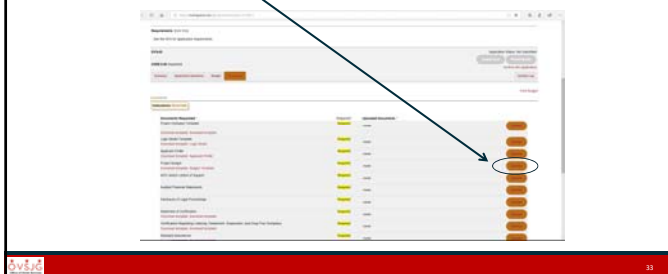
Include your organization and project title name at the top

Do not include the instruction language and cost examples that OVSJG provided

Save your budget proposal, and submit the completed template in ZoomGrants.



Uploading a Completed Budget



Resources

Grant Central Station

- Writing and Budget Narrative - <http://grant-central-station.com/articles/33/>

Sample Budget Narratives

- Grantprofessionals.org
https://www.grantprofessionals.org/rc_files/102/Building%20Better%20Proposal%20Budgets_SAMPLES.pdf
- The Bill and Melinda Gates Foundation
https://docs.gatesfoundation.org/Documents/USP_Budget_Narrative_Sample.pdf
- The Greater New Orleans Foundation - <http://www.gnof.org/wp-content/uploads/2015/06/Budget-Narrative-Sample.pdf>



34



Questions

Each RFA contains contact information that directs you where to submit any questions.

General questions can also be submitted to the OVSJG email: ovsjg@dc.gov.

35
