



2023
Second Chance Act Children of
Incarcerated Parents Grant
Application

APPLICATION DEADLINE
September 22, 2023
5:00 p.m.

Oklahoma Department of Corrections
3400 North Martin Luther King Ave.
Oklahoma City, OK 73111
Phone: (405) 425-2500
Website: doc.ok.gov

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2023 Second Chance Act Children of Incarcerated Parents Grant Application Information

GRANT APPLICATION

This grant application is intended for applicants who wish to apply for funds under the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, and United States Department of Justice 2023 Second Chance Act Children of Incarcerated Parents (SCA-CIP) Grant. **This is a competitive grant in which applicants must compete with other applicants for funds.**

All awards are contingent on the sub awardee meeting the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, and United States Department of Justice guidelines.

ELIGIBILITY REQUIREMENTS

To be eligible for funding from the SCA-CIP Grant, an applicant must be one of the following:

- A state agency;
- A unit of local government (i.e., city, county, town);
- An Indian tribal government
- Nonprofit
- Not for Profit

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency.

REIMBURSEMENT

This grant is a reimbursement grant. After grant funds are awarded, reimbursement to the awarded applicant **will not be paid until the applicant has ordered, received, and paid for the equipment or expended the funds.** Reimbursements can be requested on a monthly basis.

DEADLINE FOR SUBMISSION OF APPLICATION

Applications must be received by the Oklahoma Department of Corrections by the following deadline: **September 15, 2023 at 5:00 p.m. CST.**

Any application received after this time and date will not be reviewed.

The following **MUST** be submitted:

- 1) A Word document of the completed application (.docx, rtf)
- 2) A signed version of the application. Electronic Adobe signatures are also accepted.
- 3) **Email BOTH APPLICATION versions to docgrants@doc.ok.gov**

AWARD PERIOD

The 2023 award is expected to be for the award period of 10/1/2023 to 09/30/2025.

PURPOSE

This OJJDP funding will assist in developing or expanding services that meet the needs of incarcerated parents and their minor children to prevent violent crime, reduce recidivism, and provide support for minor children. ODOC would like to partner with applicants to provide comprehensive programming for parents within identified prison facilities as well as opportunities for children and caregivers outside of the facilities to receive a number of intensive, transformative services focused on the following strategies and activities that foster positive family engagement:

- Provide support to facilities for staffing, equipment, tools, and resources to create child-friendly spaces.
- Safety protocols and procedures for children who are visiting their incarcerated parents.
- A coordinated system for the provision of programs and services that support the needs of incarcerated parents and their children.
- Provide empowering Children of Incarcerated Parents curriculum to inmates.
- Facilitate reunification visits between children and their incarcerated parents.
- Community referrals to meet the supportive needs of incarcerated parents, their children, and caregivers.
- Digital connection of parents and children of incarcerated parents that also includes literacy services.

DELIVERABLES

With this competitive solicitation, ODOC would like to partner with applicants to provide comprehensive programming for parents within identified prison facilities as well as opportunities for children and caregivers outside of the facilities to receive a number of intensive, transformative services focused on the following strategies and activities that foster positive family engagement applicants must demonstrate a need for and the ability to expend the SCA-CIP funds in a timely fashion and propose projects that **directly address one or more of the areas identified below:**

ODOC invites applications to propose projects that specifically and directly address one or more of the areas identified below.

- 1. Provide empowering Children of Incarcerated Parents curriculum to inmates and caregivers.**

Allowable costs may include activities such as—

- Paying staff members who will work collaboratively with ODOC program staff, and other state agencies and partners to develop an innovative and collaborative system to: efficiently identify adult inmates with children, identify potential siblings under 18 years of age of currently detained “in-risk” juveniles, and facilitate the collection of previously unknown data regarding current caregivers of identified children in a cohesive effort to make strategic and meaningful referrals to appropriate programs and services.

- Purchase of evidence-based curriculum.

2. Facilitate reunification visits between children and their incarcerated parents.

Allowable costs may include activities such as—

- Paying staff members who will work collaboratively with ODOC program staff, and other agencies and partners to develop an innovative and collaborative system to: efficiently identify adult inmates with children, identify potential siblings under 18 years of age of currently detained “in-risk” juveniles, and facilitate the collection of previously unknown data regarding current caregivers of identified children in a cohesive effort to make strategic and meaningful referrals to appropriate programs and services.
- Reasonable costs associated with the transportation of children to visit their incarcerated parent.

3. Facilitate programming in the community for the children of incarcerated parents.

Allowable costs may include activities such as—

- Paying staff members who will work collaboratively with ODOC program staff, and other agencies and partners to develop an innovative and collaborative system to: efficiently identify adult inmates with children, identify potential siblings under 18 years of age of currently detained “in-risk” juveniles, and facilitate the collection of previously unknown data regarding current caregivers of identified children in a cohesive effort to make strategic and meaningful referrals to appropriate programs and services.
- Costs associated with daily programming (Afterschool for example) or extended programming sessions (Camps for example)

4. Digital connection of parents and children of incarcerated parents that also includes literacy services.

Allowable costs may include activities such as—

- Paying staff members who will work collaboratively with ODOC program staff, other agencies and partners to develop an innovative and collaborative system to: efficiently identify adult inmates with children, identify potential siblings under 18 years of age of currently detained “in-risk” juveniles, and facilitate the collection of previously unknown data regarding current caregivers of identified children in a cohesive effort to make strategic and meaningful referrals to appropriate programs and services.
- Costs to provide digital connections sessions of parents and children of incarcerated parents.

TRIBAL AUTHORIZING RESOLUTION

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands.

APPLICANT REQUIREMENT – UEI NUMBER

All applicants are required to include a UEI (Unique Entity Number) in their application or apply for UEI upon award. A UEI is the standard for identifying and keeping track of entities receiving federal funds. For more information or to register with SAM, go to <https://www.sam.gov> UEI will be required BEFORE reimbursements can be provided.

APPLICANT REQUIREMENT – SYSTEM FOR AWARD MANAGEMENT (SAM)

Receipt of Department of Justice funding requires all applicants to be registered on the System for Award Management (SAM) database. The SAM database is the repository for standard information about applicants, recipients, and subrecipients of federal financial assistance. An agency’s SAM registration must be current throughout the life of the grant. If a SAM registration expires during the grant period, it must be renewed in order to request or continue to request reimbursement.

For more information or to register with SAM, go to <https://www.sam.gov>

APPLICANT REQUIREMENT - PERSONNEL

The Project Director is the contact person for all project activities and must be an employee of the applicant agency. The Project Director is responsible for meeting the goals and objectives of the award and is the primary contact for the Oklahoma Department of Corrections. The primary communication between the Project Director and the ODOC occurs through email so the Project Director must be available by email.

The Fiscal Officer is responsible for reporting the financial activity related to the award. The Project Director and Fiscal Officer may **NOT** be the same person.

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency.

APPLICANT REQUIREMENT - FINANCIAL AND PROGRAMMATIC REPORTING

Awardees of the 2023 SCA-CIP Grant agree to comply with all of the state and federal provisions of the 2023 SCA-CIP Grant and the provisions as set forth in the *Administrative and Financial Guide Manual*. The manual will be provided to the successful applicants by the Oklahoma Department of Corrections Grants Manager. These requirements include project record keeping, programmatic reporting and financial reporting. The following is a list of the required reporting requirements:

- **Monthly Request for Funds Form (MRF)**
The subgrantee is required to submit the Monthly Request for Funds on a monthly basis by the deadlines as set in the *Administrative and Financial Guidelines Manual* even if the request is zero.
- **Quarterly Expenditure and Financial Status Report (QFR)**
Quarterly Financial Status Reports are due on a quarterly basis by the deadlines as set in the *Administrative and Financial Guidelines Manual*.
- **Performance Reports**
The subgrantee shall submit detailed semi-annual progress reports for the life of the award.
- **Annual Evaluation Report**
A Final Activities Report will be due within 30 days of the end of the award period. This report shall describe the project's activities in sufficient detail so that a report may be made to the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

COMMINGLING OF FUNDS

A physical segregation of funds that are provided to a subgrantee is not required. However, the accounting systems of all subgrantees must ensure that agency funds are not commingled with funds from other sources. Each award must be accounted for separately. Subgrantees are prohibited from commingling funds on either a program-by-program basis or a project-by-project basis.

Funds specifically budgeted and/or received for one project may not be used to support another. Where a subgrantee's accounting system cannot comply with this requirement, the subgrantee shall establish a system to provide adequate fund accountability for each separate project.

NON-SUPLANTING OF FUNDS

Supplanting is to reduce the amount of state, local, or tribal funds with federal funds. Federal funds must be used to add to existing funds for project activities and not replace those funds appropriated for the same purpose. **Federal funds shall not be used to supplant, or replace, state, local, or tribal funds in an agency's or organization's budget.**

DATA GATHERING

Each funded program will require pertinent data to be collected throughout the life of the grant from the agency or agencies carrying out the objectives of the grant.

Performance Measure	Needed Data
<ul style="list-style-type: none">• Number of children (ages 0-10) served.• Number of youth (ages 11-17) served.• Number of incarcerated parents served.• Number of caregivers served.	<ul style="list-style-type: none">• New children who were admitting during the reporting period + enrolled children carried over from previous reporting periods.• New youth who were admitting during the reporting period + enrolled youth carried over from previous reporting periods.• New incarcerated parents who were admitting during the reporting period + enrolled incarcerated parents carried over from previous reporting periods.• New caregivers who were admitting during the reporting period + enrolled caregivers carried over from previous reporting periods.
<ul style="list-style-type: none">• Percentage of enrolled incarcerated parents who completed parenting education services.• Percentage of enrolled children who participated in community programming.• Percentage of enrolled youth who participated in community programming.	<ul style="list-style-type: none">• Number of incarcerated parents enrolled in the program/ Number of incarcerated parents who completed parenting education services.• Number of children enrolled in the program/ Number of children who participated in community programming.

<ul style="list-style-type: none"> • Percentage of enrolled incarcerated parents who improved their relationship with their children. • Percentage of enrolled children who improved their relationship with their parent. • Percentage of enrolled youth who improved their relationship with their parent. 	<ul style="list-style-type: none"> • Number of youths enrolled in the program/ Number of youths who participated in community programming. • Number of positive parent/child relationships reported on pre-survey versus number of positive parent child relationships reported on post-survey.
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COMPLIANCE WITH REPORTING REQUIREMENTS The Oklahoma Department of Corrections will review and report on the status of the fiscal and programmatic reporting requirements for all current subgrantees to OJJDP. Current subgrantees must have all fiscal and programmatic reporting requirements up to date prior to drawing funds on any approved award.

CONFIDENTIALITY

No recipient of monies or any personnel involved in the project, shall use or reveal any information received from the project for any purpose other than the purpose for which such information was obtained.

STANDARD ASSURANCES

CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS AND DRUG FREE WORKPLACE REQUIREMENTS

The Chief Executive Officer of the applicant agency is required to accept the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements. The applicant agrees to comply with the following requirements:

- **Lobbying**
The subgrantee, contractors, and subcontractors will not use any federal funds for lobbying. Any lobbying activities will be disclosed by completing the form, Disclosure of Lobbying Activities.
- **Debarment**
The subgrantee has not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving

stolen property; and have not had a public transaction terminated for cause or default.

- **Drug Free Workplace Policy**

Each subgrantee shall implement and post within the agency a Drug Free Workplace Policy.

- **Information Technology Compliance**

As appropriate, all equipment and software developed under this grant program must be compliant with U.S. Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Sharing Plan.

- **National Environmental Policy Act**

All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most projects will not be affected by NEPA. If however, a project involves minor renovation, construction, or any other activity that may have an impact on the environment or change the use or function of a facility, the subgrantee must provide a full description of the proposed project to DAC prior to project implementation. A determination regarding whether any further action is necessary will be made to and by BJS.

- **Seat Belt Use**

Recipients of federal funds shall encourage the adoption and enforcement of on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.

- **Limited English Persons**

Recipients are required to take reasonable steps to ensure that limited English persons (LEP) persons have meaningful access to services provided by the grant. Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

CIVIL RIGHTS COMPLIANCE

Compliance with the provisions of the following federal laws is required:

- Section 601 of Title VI of the Civil Rights Act of 1964
- Section 815(c) of Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973
- Section 303 of the Age Discrimination Act of 1975
- Section 901 of the Title IX of the Education Amendments of 1972
- Title II of the Americans with Disabilities Act of 1990

- Regulations on the Partnerships with Faith-Based and Other Neighborhood Organizations

These statutes prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

OTHER REQUIREMENTS

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

AUDITS

Non-federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through subawards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of the Part 200 Uniform Requirements.

Non-federal entities that expend less than \$750,000 a year in federal awards are exempt from federal audit requirements for that year. Records must be available for review or audit by appropriate officials including the federal agency, pass-through entity, and General Accounting Office (GAO).

MANDATORY FINANCIAL MEETING

Attendance at the mandatory Programmatic and Financial Meeting is required for all approved applicants. The Project Director and the Fiscal Officer of the project shall attend the meeting as scheduled. Additional information on this meeting will be provided to approved subgrantees after notification of award.

INDIRECT COSTS

If awarded, the applicant may elect to have indirect costs. Please see the detailed explanation in Question 15 of the application.

**2023 Second Chance Act Children of Incarcerated Parents Grant
Application Instructions**

APPLICATION FORMAT

Follow these instructions in formatting the application:

- Applications must be submitted on the enclosed forms. Do not submit the application on disk or through fax. Do not alter or recreate the forms in another format.
- Submit **an emailed Word document** (not a pdf) of the complete unsigned application.
- Submit a signed copy either through the mail or email (PDF with electronic signature) or a readable scanned form showing original signature.
- Submit pages in numerical order. Do not include instruction or guideline pages with the application.
- Do not use all capital letters in Problem Statement or Project Description.
- Applications to include budget should not exceed ten pages.

SUBMISSION OF THE APPLICATION

Follow these instructions in submitting the application:

**BOTH APPLICATION versions should be emailed to
docgrants@doc.ok.gov**

REQUIRED SIGNATURES

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. Certificate of Application (page 32)

**2023 Second Chance Act Children of Incarcerated Parents Grant
APPLICATION FORM INSTRUCTIONS**

These instructions are provided to assist in the completion of the application form.

1. ENTER THE NAME OF THE PROJECT

2. ENTER THE NAME OF THE APPLICANT AGENCY

3. PRIORITIES/PURPOSE AREA NUMBER

Check the **primary** priority/purpose area under which this application falls. See page 4 for more information.

4. TYPE OF AGENCY

Identify the type of agency.

5. APPLICANT AGENCY MAILING ADDRESS

Enter the mailing address, city, state, zip (+4), area code/phone number, and web address (if applicable) of the applicant agency.

6. FEDERAL TAX IDENTIFICATION NUMBER

Enter the organization's federal identification number or tax identification number.

7. UEI NUMBER

Enter the organization's UEI number.

8. SAM REGISTRATION

Enter the organization's SAM Registration expiration date.

9. CHIEF EXECUTIVE OFFICER AND CONTACT INFORMATION

Enter the name of the Chief Executive Officer, the mailing address, city, state, zip, area code/phone number, area code and the email address of the Chief Executive Officer.

10. PROJECT DIRECTOR AND CONTACT INFORMATION

Enter the name of the Project Director, title, the mailing address, city, state, zip, area code/phone number, area code and the email address of the Project Director.

11. FISCAL OFFICER AND CONTACT INFORMATION

Enter the name of the Fiscal Officer, title, the name of the fiscal officer, the mailing address, city, state, zip, area code/phone number, area code and the email address of the Fiscal Officer.

12. AWARD REQUEST AMOUNT

Enter the total amount requested in this application.

13. LIST ALL PREVIOUS FEDERAL FUNDING RECEIVED FOR THIS PROJECT

14. IF FUNDED, CHECK THE TYPE OF PROJECT(S) THAT THE FUNDING WILL SUPPORT, SUCH AS CREATING A NEW SERVICE OR ACTIVITY, ENHANCING AN EXISTING PROJECT OR CONTINUATION OF A FEDERAL PROJECT.

15. LIST THE INDIRECT COST, IF ANY

16. PROGRAM OVERVIEW

In 25 words or less, provide a brief and succinct paragraph on the purpose of the funded project which will be used on the ODOC's website for approved projects.

**2023 Second Chance Act Children of Incarcerated Parents Grant
Application Form**

1. Name of the Project: _____

2. Name of the Applicant Agency: _____

3. Purpose Area of the Project:

- Provide empowering Children of Incarcerated Parents curriculum to inmates and caregivers.
- Facilitate reunification visits between children and their incarcerated parents.
- Facilitate programming in the community for the children of incarcerated parents.
- Digital connection of parents and children of incarcerated parents that also includes literacy services.

4. Type of Agency: (mark one)

- State Agency
- Unit of Local Government
- Private Non-Profit
- Tribal Government

5. Agency Applicant Contact Information

Address: _____

City: _____ State: _____ Zip: _____ (+4-digit)

Area Code/Phone Number: _____

Agency web address: _____

6. Federal Tax Identification Number: _____

7. Applicant Agency UEI Number: _____

8. SAM database expiration date: _____

9. Chief Executive Officer and Contact Information: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____ (+4-digit)

Area Code/Phone Number: _____

E-mail Address: _____

10. Project Director and Contact Information: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____ (+4-digit)

Area Code/Phone Number: _____

E-mail Address: _____

11. Fiscal Officer and Contact Information: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____ (+4-digit)

Area Code/Phone Number: _____

E-mail Address: _____

12. Federal Amount Requested: _____

13. Previous Funding for This Project:

Grant Year: _____ Amount: _____

Grant Year: _____ Amount: _____

Grant Year: _____ Amount: _____

Grant Year: _____ Amount: _____

14. If awarded, these funds will: (check all that apply)

- Create a new service or activity
- Enhance an existing project
- Continuation of a current federally funded project

15. Indirect Costs (Check the box that applies)

Request to Waive Indirect Costs

The organization understands a request for indirect costs is voluntary and chooses **NOT** to request indirect costs for this grant. If the above box is **NOT** checked, select from one of the groups below.

De minimis Indirect Cost Request

Instruction: The de minimis indirect cost rate may be requested by:

- a) Non-profit organizations that do not have a current negotiated federal indirect cost rate.
- b) State and local units of government, and federally recognized tribal governments that receive less than \$35 million in direct federal funding and do not have a current negotiated indirect cost rate with a cognizant agency.

Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.

The organization certifies it does not have a current negotiated indirect cost rate and meets the qualifications for a de minimis rate of _____ (a whole number between 1% & 10%) for this grant.

If requesting the de minimis rate, please complete the Modified Total Direct Cost form and submit it as part of the grant application. [Modified Total Direct Cost Worksheet](#)

The amount of indirect direct costs requested must be based on the de minimis rate chosen above and can only be calculated by using the following budget categories:

The de minimis rate can only be applied to the following budget categories:

- Personnel
- Benefits
- Travel (Excluding travel requested for non-agency employees)

- Supplies/Operating
- Consultant/Contractor (only the first \$25,000 of each contract)
- Other (excluding scholarship costs)
- Equipment (dependent upon applicant's Asset Capitalization Policy)

Please note that capital expenditures are excluded from indirect cost calculations. Please submit a copy of your agency's Assets Capitalization Policy that shows the dollar amount the agency inventories purchases, including both furniture and IT.

If your agency does not have an Asset Capitalization Policy, please submit an affidavit to that effect. Your agency will fall under the federal definition of equipment: Equipment that means the tangible personal property (including information technology systems having 1(a) useful life of more than one year 2) a per-unit acquisition cost of \$5,000 or greater.

Excluded from the distribution base for the indirect calculation are: rental costs (including equipment rental, facility rental, and transitional housing rent paid on behalf of a victim); and leasing costs (including vehicle leases).

Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.

Organizations with Negotiated Indirect Cost Agreements

The organization requests the approved negotiated rate of _____ %. The agreement is for the following period: _____ / _____ / _____ to _____ / _____ / _____ .

The approved negotiated rate agreement is based on the following budget categories:

Note: A copy of the current indirect cost agreement must be included with this application.

The organization has an approved negotiated rate of _____ %; however, in order to allow a greater share of the program funds for direct program costs, the organization voluntarily chooses to charge a lesser rate of _____ % for this grant. The agreement is for the following period: _____ / _____ / _____ to _____ / _____ / _____ .

The negotiated rate agreement is based on the following budget categories:

Note: A copy of the current indirect cost agreement must be included with this application.

Organizations Requesting to Negotiate an Indirect Cost Rate

State and local units of government, and federally recognized tribal governments receiving between \$35 million and \$125 million in direct federal funding that have never negotiated an indirect cost rate, and any non-profit organization (regardless of how much federal funding is received) that have never negotiated an indirect cost rate, may choose to negotiate a rate with the Oklahoma Department of Corrections (ODOC), provided the ODOC is the appropriate cognizant agency (e.g. ODOC is the organization's major federal funding source). In order to negotiate an indirect cost rate with the ODOC, you may do so by completing an Indirect Cost Proposal. Please contact ODOC for guidance at 405-264-5008. *Note: If the organization is currently receiving de minimis indirect costs on any federal grant, what is the de minimis rate? Grant name:*

The organization requests the negotiated indirect cost rate of _____ %, as agreed upon by this organization and the ODOC, pursuant to the cost allocation plan currently in use by the organization, modified total direct costs, or another methodology that provides a fair and equitable distribution of costs to all programs that benefit from the overhead in accordance with 2 CFR Part 200. A copy of the approved indirect cost agreement between the organization and the ODOC must be attached to this application.

Note: If the organization is currently receiving de minimis indirect costs on other federal grants, what is the de minimis rate? Grant name(s): _____. Please note, once there is a negotiated rate, the organization no longer qualifies for a de minimis indirect cost rate and must use the negotiated rate on all federal awards.

Note: Organizations receiving more than \$125 million in direct federal funding that wish to negotiate an indirect cost rate must go through their federal cognizant agency. A list of federal cognizant agencies can be found at

<https://www.dol.gov/oasam/boc/dcd/dcd-agency-list.htm>

For more information on indirect costs, see 2 CFR Part 200, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

16. Program Overview

In 25 words or less, provide a brief and succinct paragraph on the purpose of the funded project.

**APPLICATION NARRATIVE
PROBLEM STATEMENT and PROJECT DESCRIPTION**

Provide a specific and detailed description of the project. The Problem Statement and the Project Description Narrative should relate to the goals and objectives of the grant and should include the following:

PROBLEM STATEMENT

1. Provide a clear and concise description of the problem that will be addressed through the use of these funds and how the funding would alleviate the problem.
2. Use data to support the need for the project.

PROJECT DESCRIPTION

1. Thoroughly describe the proposed project, including activities to accomplish the project.

**APPLICATION NARRATIVE
GOALS, OBJECTIVES, PERFORMANCE MEASURES, ACTIVITIES and TIMELINE**

The Goals and objectives of the grant must relate to the Problem Statement/Project Description.

1. Clearly state the goals, objectives, and activities of the grant project. The grant problem statement and the goals and objectives of a proposal must be related.
2. Objectives must be reasonable, achievable, measurable and sufficient to determine the effectiveness of the project.
3. Identify the action steps required to complete the goals and objectives.
4. Identify the staff member responsible and the time line in which each goal and objective will be completed.
 - ❑ Do **not** delete these directions. If more space is necessary, use additional pages.
 - ❑ **Each column will expand to fit your narrative.**
 - ❑ **PLEASE REVIEW THE EXAMPLE PROVIDED AT THE BOTTOM.**
 - ❑ **Please note that you will have to provide updates throughout the life of the grant on each goal and objective on your semi-annual progress report.**

GOAL:	
<u>Measurable Project Objective</u>	
Action Steps	
Staff Member Responsible and Completion Timeline	
GOAL:	
<u>Measurable Project Objective</u>	

Action Steps	
Staff Member Responsible and Completion Timeline	
GOAL:	
Measurable Project Objective	
Action Steps	
Staff Member Responsible and Completion Timeline	
Example	
GOAL: Purchase infrastructure hardware and software.	
Measurable Project Objective	All necessary data exchange software and hardware components purchased and received within 60 days of project start date
Action Steps	<ol style="list-style-type: none"> 1. Develop list of required software 2. Develop list of required hardware 3. Negotiate software prices and obtain quotes 4. Negotiate hardware process and obtain quote 5. Prepare and submit purchase requests for software and hardware 6. Receive hardware and software
Staff Member Responsible and Completion Timeline	Mike Smith, System Administrator, is responsible and will complete action steps 1-4 by xx/xx/xx. Sue Jones, Procurement Officer, will complete action steps 5 and 6 by xx/xx/xx.

APPLICATION NARRATIVE DATA ELEMENTS

1. To report a project's achievements, each project must collect data. List in bullet format the performance measures that will be collected.
 2. The list must relate back to the identified goals, objectives, and activities.
 - Do **not** delete these directions. If more space is necessary, use additional pages.
-

2023 Second Chance Act Children of Incarcerated Parents Grant

OVERALL BUDGET SUMMARY

CATEGORY	FEDERAL FUNDS REQUESTED
A. Personnel	
B. Benefits	
C. Equipment	
D. Travel	
E. Supplies and Operating Expenses	
F. Facilities/Rental Expenses	
G. Contractor/Consultant Expenses	
H. Other	
I. Indirect Costs	
TOTAL	

**DETAILED BUDGET and NARRATIVE
CATEGORY A and B – PERSONNEL and BENEFITS**

Directions:

1. List each position by name and title/position and list whether the position is new or existing in Column A.
2. List the percent of the employee’s time that will be funded by the grant in Column B.
3. List the total annual salary for the position in Column C.
4. List the total benefits for the position in Column D. Fringe benefits should be based on actual known costs or an established formula; they are for the personnel listed in Column A.
5. To calculate the Total Federal Funds Requested in Column E, multiply B x C = E.
6. To calculate the Total Federal Funds Requested in Column F, multiply B x D = F.
7. To calculate Column I, total Columns E + F = G.

(A) Name of Employee/ Position / New (N) or Existing (E)	(B) % of Time Devoted to Project	(C) Total Annual Salary	(D) Total Amount of Benefits	(E) Total Federal Funds Portion for Salary B x C = E	(F) Total Federal Funds Portion for Benefits B x D = F	(G) Total Project Cost E+F= G
TOTAL						

Example						
Davis Smith Project Director (N)	100%	\$44,000	\$12,000	\$44,000	\$12,000	\$56,000
Bob Jones Administrative Technician (N)	50%	\$35,000	\$20,000	\$17,500	\$10,000	\$27,500
TOTAL		\$75,000	\$32,000	\$61,500	\$22,000	\$83,500

BUDGET NARRATIVE:

**DETAILED BUDGET and NARRATIVE
CATEGORY C – EQUIPMENT**

Directions:

1. List non-expendable items that are to be purchased. Expendable items should be included in the Supplies Category (See the Chart of Accounts in the Appendix for items to be included under equipment.)
2. Narrative: Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project. Use additional pages if necessary.
3. **For all requested equipment attach a price quote dated within one year of this application to the end of this application.**

Equipment	Quantity	Unit Price	Federal Funds Request
TOTAL			

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY D – TRAVEL

Directions:

1. Travel must be project related. Specify travel expenses of project personnel by purpose, such as travel to training, interjurisdictional travel, etc. (See the Chart of Accounts in the Appendix for items to be included under travel.) Travel expenses must follow state travel rates/guidelines.
2. Narrative: Provide an explanation of the travel being requested. Identify the personnel who will be using travel and the purpose of the travel. Explain how the travel is necessary to the success of the project. Use additional pages if necessary.

Destination	Airfare Costs	Per Diem	Mileage	Federal Funds Request
TOTAL				

Example

List Name of Conference List Location	\$42 p/p x 4 days x 3 persons = \$504 per diem and \$125 per person x 4 nights x 3 persons = \$1500 Lodging for a total of \$2,004	\$225 x 3 persons = \$675 total	\$2679.00
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BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY E – SUPPLIES and OPERATING EXPENSES

Directions:

1. General supplies include any materials that are expended or consumed during the project period. List items by type, such as paper, folders, etc. Show the basis for computation. Operating costs are expenses that are required to implement the project, such as telephone, utilities, photocopying, printing, and maintenance (See the Chart of Accounts in the Appendix for items to be included under supplies and operating expenses.)
2. Narrative: Provide an explanation of the supplies to be purchased. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

Expense	Rate Per Month	Federal Funds Request
TOTAL		

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY F – FACILITIES / EQUIPMENT RENTAL

Directions:

1. For this category, identify the facilities and/or equipment to be used and the annual rate for rental of facilities and/or equipment (See the Chart of Accounts in the Appendix for items to be included under rental.)
2. Narrative: Provide a detailed explanation of the category. Explain how the rental of facilities and/or equipment is necessary to the success of the project. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

Facilities	Annual Rate	Federal Funds Request
TOTAL		

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY G – CONSULTANTS AND CONTRACTORS

Directions:

1. For each consultant, enter the name, if known, the service to be provided, the hourly or daily fee or rate. Consultant fees in excess of \$650 per day (or \$81.25 per hour) require additional justification and prior approval from the ODOC Grants Manager (See the Chart of Accounts in the Appendix for items to be included under consultants and contractors.)
2. Narrative: Provide a detailed explanation of the category. Explain how the consultant is necessary to the success of the project. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

Service or Product	Fee or Rate	Federal Funds Request
TOTAL		

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY H – OTHER

Directions:

1. Specifically identify the funds being requested in this category (See the Chart of Accounts in the Appendix for items to be included under other.)
2. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

Item Description	Federal Funds Request	In-kind Match
TOTAL		

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY I – INDIRECT COSTS

Directions:

1. Describe how the Indirect Costs are calculated and will be utilized in this project.

CERTIFICATE OF APPLICATION

The signature below of the Chief Executive Officer certifies the accuracy of the information in this application and agrees to comply with Reporting Requirements, Confidentiality, Standard Assurances, Civil Rights Compliance, all State and federal provisions of the 2022 Second Chance Act Children of Incarcerated Parents program as well as all other applicable State and federal laws.

Printed Name of Chief Executive Officer: _____

Title: _____

Address: _____

Original Signature of Chief Executive Officer:

Date: _____

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency.

APPENDIX A

CHART OF ACCOUNTS

This information is being provided to assist you in placing requested items in the correct budget category.

Budget Category	Item
Personnel	Salaries
	Longevity
	Overtime Wages
Benefits	Health, Dental, and Life Insurance
	Unemployment Compensation Insurance
	Medicare
	FICA
	Workers' Compensation
	Disability
	Retirement
Travel	Mileage
	Per Diem
	Public Transportation
	Lodging
	Baggage Fees
	Airfare
Supplies/Operating Expenses	Postage
	Printing
	Telecommunications Services
	Utility Charges
	Maintenance and Repair (Vehicle & Office)
	Office Supplies
	Data Processing Supplies
	Educational Supplies
	Motor Fuel
Rental Expenses	Office Space
	Other Building Space
	Equipment and Machinery, including vehicles
	Telecommunications Equipment
Equipment	Office Furniture and Equipment
<i>The definition of equipment is tangible non-expendable property having a useful life of more than one year AND/OR an acquisition cost of \$5000 or more per unit.</i>	Data Processing Equipment
	Data Processing Software
	Equipment – Medical, Telecommunications, Vehicles
Other	Volunteer time to support the funded program
	Uniform Clothing and Accessories
	Safety and Security Supplies and Services
	Registration Fees
Consultant/Contractual	Consultants
	Contractual Services
	All expenses related to the requested Consultants/Contractual, such as benefits, travel, etc.

