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Notice of Funding Opportunity

Agency	Denali Commission
Date	March 31, 2020
Title	Alaska Training and Technical Assistance – Victims of Crime
Announcement Type	Initial Solicitation
Notice of Funding Opportunity Number:	DC-VOC-TTA-20-001
Catalog of Federal Domestic Assistance Number	90.100
Application Deadline	Postmarked or emailed by May 15, 2020

Entities wishing to apply for this opportunity may download the full NOFO package from the Denali Commission website at <https://www.denali.gov/grants/>.

Direct application hard copy requests and program related questions to:

Laurie Orell
Denali Commission, Victims of Crime Tribal Set Aside Program, Program Manager
lorell@denali.gov
(907) 271-1414 or (907) 271-5239

Direct grant administrative questions to the Grants Management Officer:

Janet Davis
Denali Commission, Grants Management Officer
jdavis@denali.gov
(907) 271-1414 or (907) 271-3036

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Summary Abstract

Purpose In partnership with the U.S. Department of Justice (DOJ), Office of Justice Programs, Office for Victims of Crime and the Denali Commission (Commission), this Notice of Funding Opportunity (NOFO) solicits applications for an Alaska Training and Technical Assistance (AK TTA) provider to support Alaska's Tribal communities as they plan, develop, and/or implement programs to support victims of crime.

Following the selection of the AK TTA provider, the Commission will release an additional NOFO in the summer of 2020 soliciting applications for a Tribal Victims Services Set-Aside Micro-Grant Program. These micro-grants will fund tribal victim services providers to fill system gaps, expand existing services, and/or develop new services.

The AK TTA will support communities from conception to micro-grant implementation in a culturally informed approach. The AK TTA will provide technical assistance for the administrative reporting to the Commission as well as the Department of Justice's Performance Measurement Tools including the Subgrant Award Report, Subgrantee Performance Measures Report, and Grantee report. The AK TTA will collect, summarize, and develop reports summarizing services provided. In addition, the AK TTA will compile year-end and grant-end reports documenting the training and technical assistance provided as well as micro-grantee successes for use by the Commission and DOJ.

Key Service Exclusions The AK TTA cannot write the micro-grant applications for communities, but will assist communities in developing proposed projects.

Funding Proposals may not exceed \$520,000

Performance Period

Year 1:	Expected June 2020 to September 30, 2020
Year 2:	October 1, 2020 – September 30, 2021
Year 3:	October 1, 2021 – August 31, 2022

Type of Award Cooperative Agreement

Eligible Organizations Eligible applicants include statewide organizations serving rural Alaska. Preferred organizations include statewide Tribal non-profit organizations providing grant training and technical assistance in Alaska's rural and remote communities with knowledge of victim services. The AK TTA will not be eligible to apply for the micro-grants.

Inquiries and Pre-Application Teleconference and Technical Assistance Direct written inquiries to Laurie Orell, lorell@denali.gov. A pre-application teleconference will occur on Friday, April 10 at 11:15 a.m. The teleconference call in number is 1-877-446-3914 and the participant pin is 225331#.

Application Grant applications may be submitted to Laurie Orell via email at lorell@denali.gov or delivered to the Commission (510 L Street, Suite 410, Anchorage, Alaska 99501) on May 15, 2020. Applicants must label the submission as "Application for the Alaska Training and Technical Assistance – Victims of Crime."

Abbreviations and Naming Conventions

The following list displays abbreviations and naming conventions used throughout this Notice of Funding Opportunity.

AK TTA	Alaska Training and Technical Assistance
AN/AI	Alaska Native and/or American Indian
Award	Federal Award
Commission	Denali Commission
DOJ	Department of Justice
DUNS	Data Universal Numbering System
Excel	Microsoft Excel
FAA	Financial Assistance Award
FFY	Federal Fiscal Year
Micro-Grant	Denali Commission's Tribal Victim Assistance Micro-Grant Program
NOFO	Notice of Funding Opportunity
NOI	Notice of Intent
OJP	Office of Justice Programs
OVC	Victims of Crime
PDF	Portable Document Format
RGR	Recipient Guidelines and Requirements
SAM	System for Award Management
TTA	Training and Technical Assistance

A. Program Description

Overview

In partnership with the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) and the Denali Commission (Commission), this Notice of Funding Opportunity (NOFO) solicits applications for an Alaska Training and Technical Assistance (AK TTA) provider to support communities as they plan, develop, and/or implement programs to support victims of crime.

Following the selection of the AK TTA provider, the Commission will implement the Tribal Victim Services Set-Aside Micro-Grant Program (Micro-Grant Program). These micro-grants will be available for use by Alaska Tribes and Tribal Consortia for a wide range of programs, activities, and services to crime victims. These may include, but are not limited to:

- Assessing the victim assistance needs of the Tribal community;
- Developing a strategic plan to create a victim assistance program;
- Developing a victim assistance program; expanding services provided to Alaska Native and/or American Indian (AN/AI) victims (such as crisis intervention, mental health services, forensic interviewing of children, victim court advocacy, legal support, financial services, health services,

court and victim advocacy, law enforcement-or prosecutive-based victim services, bilingual/multilingual services, health/cultural practice, etc.);

- Expanding populations served (such as children, older victims, individual with disabilities, male victims of sexual assault and/or domestic violence; adults who were victimized as children/adolescents, etc.); and/or
- Expanding types of crime addressed (such as human trafficking, financial crimes, child physical and sexual abuse, sexual assault, homicide, cybercrimes, opioid/drug-related criminal victimization, etc.).

This NOFO will identify an AK TTA provider to support grantees implementing the micro-grants. The AK TTA will provide resources and coordination to increase the ability of Alaska's AN/AI Tribal Communities to provide comprehensive and culturally appropriate services to crime victims, their families, and the community. Using an approach designed to foster the emotional, mental, and physical health of victims, their families, and the community, the selected organization(s) will support the training and technical assistance (TTA) needs of Tribes and Tribal consortia in Alaska. The selected organizations will be expected to focus on Alaska Native Tribal Communities and/or Organizations that receive the Tribal grants funds from the Commission through the Micro-Grant Program.

Statutory Authority

The authority for this solicitation is section 305, of the Denali Commission Act of 1998, which authorizes the Commission, acting through the Federal Co-Chairperson, to award grants.

Program-Specific Information

This section of the NOFO describes the expected process to implement the DOJ/OVC Tribal Set-Aside Funds and where the AK TTA fits in this process. Then, it describes the minimum required tasks of the AK TTA.

PROCESS

Step 1 – Obtain a Training and Technical Assistance Provider

The Commission, through this NOFO, will fund the AK TTA to assist Alaska Native Tribal communities and/or organizations upon their request. This is the first step in the Commission's distribution of the DOJ/VOC Tribal Set-Aside Funds. The AK TTA will be awarded prior to the micro-grants so the AK TTA is available to assist Tribal communities conceptualize projects, understand the application process, and prepare for the grant administrative tasks.

Step 2 – Identify Interested Alaska Tribal Communities

The Commission will release a Notice of Intent (NOI) (expected March 2020) where communities will submit a short form to identify interest in applying for the Micro-Grant Program. This process will create a list of potential micro-grant applicants from which the AK TTA will focus its efforts initially. It is intended that the

AK TTA will assist Tribal communities with the conceptualizing programs and grant administrative tasks so that communities may effectively develop applications for the Micro-Grant Program in *Step 3*.

Alaska Native Tribes and Tribal Organizations who received the DOJ OVC Tribal Victims Services Set-Aside Grant in Federal Fiscal Year (FFY) 2018 and 2019 are **not** eligible to apply for the Commission's Micro-Grant Program. Appendix A contains a list of the Tribal communities and/or organization receiving these grants.

Step 3 – Round 1 of Tribal Victim Services Micro-Grants

The Commission will release the first NOFO for the Micro-Grant Program in July 2020. Applications will be due in September 2020 and awarded by October 2020. The AK TTA will provide TTA to the communities awarded a micro-grant. The AK TTA will support the grantees with grant administration, needed content training, implementation of the grant, and DOJ data reporting through the Performance Management Tool (PMT).

Step 4 – Round 2 of the Tribal Victim Services Micro-Grants

If the Commission does not expend all funds in Round 1, Round 2 of the Micro-Grant Program will begin in March 2021. The AK TTA will support the second round of applicants in the same process as the first round of grantees.

Alaska Native Tribes and Tribal Organizations who received the DOJ OVC Tribal Victims Services Set-Aside Grant in Federal Fiscal Year (FFY) 2018 and 2019 **are** eligible to apply for the Commission's Micro-Grant program in Round 2. Appendix A contains a list of the Tribal communities and/or organization receiving these grants.

TRAINING AND TECHNICAL ASSISTANCE AND REQUIRED TASKS

Applicants for the AK TTA should anticipate that the scope of the project will evolve and change in collaboration with the Commission. In addition, the applicants should anticipate coordinating with key Alaska conferences, such as the Alaska Federation of Natives and/or other regional gatherings to effectively use resources.

It is expected that the AK TTA will support the micro-grantees with a range of services not limited to:

- Communication with Tribal Communities about the Micro-Grant Program
- Training on the Commission's grant applications process
- Grant administrative tasks
- Assisting with quarterly reporting, quarterly financial reports, and DOJ Reporting to the Performance Management Tool
- Collaboration with potential partners, which may include the Alaska Native Tribal Health Consortium's Grant Center
- Implementation resources for grantees, and

- Identifying appropriate training for the grantees.

The following table presents a list of required tasks. These are the minimum expected tasks for the TTA provider. An applicant may propose additional tasks to make this a meaningful, supportive arm for micro-grantees. However, these proposed tasks must fit within the available budget.

Table 1. Task Name and Description

Task Name	Description
Annual In-Person Meeting	The AK TTA and the Commission Program Manager will conduct an annual in-person meeting to clarify the work plan for each year. The meetings will identify communication pathways, key contacts, work plan clarifications, and any other key aspects related to the effort. The first one will occur after completion of the Financial Assistance Award and subsequent meetings will occur October.
Annual Work Plan	The AK TTA will develop an annual work plan identifying goals, objectives, tasks, timeline, and implementation methods. The Annual Work Plan will be reviewed with the Commission's Program Manager.
Check-In Meetings	These check-in meetings include updates, discussion of activities, and next steps. The AK TTA will develop email summaries following each meeting and submit them to the Commission's Program Manager identifying key decisions and next steps. At the minimum, the check-in meetings will occur monthly during the first quarter of the award and bi-monthly thereafter.
Training and Technical Assistance	The full scope and types of TAA will evolve throughout the effort. The Commission expects that the work plan will identify the types of TTA expected to be provided each year. The applicant should identify examples of the TTA types they anticipate will be needed each year.
1. Application Process (Required) 2. DOJ Performance Measurement Tool Reporting (Required) 3. General (Provided after the first two types of TTA are provided)	While it may evolve, the Commission expects the TTA to fall into three main areas: 1. Application Process The AK TTA will, as requested by Tribal communities, assist in developing ideas, understanding the application process, identifying fundable projects, registering with SAM.gov, and providing other types of assistance for the application process. The AK TTA provider will focus first on the communities responding to the NOIA. The AK TTA provider cannot write the micro-grant applications. 2. DOJ Performance Measurement Tool (PMT) Reporting The AK TTA will assist the micro-grantees with DOJ PMT Reporting. This will include assistance with the submission of the Subgrant Award Report, Subgrantee Performance Measures Report, and Grantee Report. It may include developing technical assistance manuals for the data collection, data collection policies and procedures, and any additional needed components. 3. General Training This TTA type will capture activities identified by the grantees as needed to support their work beyond the first two types of TTA.
Program Matrix	The AK TTA will develop a program matrix. It will track components such as grantee contact information, program descriptions, population served, crime type focus, service type, amount funded, leveraged dollar amounts, and/or matched funds.
Performance Data Collection Plan	The AK TTA will develop a Performance Data Collection Plan. It will establish a list of meaningful performance measures to track progress towards the overall goals and objectives of the AK TTA effort. It will define the performance measures, identify outputs, and develop a plan for tracking and reporting these measures. The performance measures should link with and demonstrate progress in meeting the goals and objectives in the work plan. Appendix B contains a list of example performance measures. This task may evolve as the AK TTA may be required to submit data to DOJ's PMT.
Performance Data Collection	The AK TTA will implement the Performance Data Collection Plan and provide data organized by month in Microsoft Excel (Excel) to the Commission's Program Manager. The data will be submitted quarterly in the Commission's Project Database with the Quarterly Progress Report. This task may evolve as the AK TTA may be required to submit data to DOJ's PMT.

Task Name	Description
Grantee Description Tool	The AK TTA will develop a one-page template for each micro-grantee to describe their effort and any associated data for public dissemination of the work funded under the program. This tool will allow micro-grantees to tell stories about their successes and challenges. Information shared in this tool may be used in the Commission's reporting to DOJ, public dissemination, and other reports documenting these efforts.
Photo/Art/Graphic Design Library	<p>Any art, graphic design images, photos bought, or photos captured will be available to the AK TTA and the Commission.</p> <ul style="list-style-type: none"> The AK TTA will develop a set of photographic release forms and guidelines around photos. In travels and training events, the AK TTA will establish a basic photo library for use in reports. These will respect the nature of this work and confidentiality. This may include scenery images only of areas where projects occur. This does not need to be extensive with professional photos. Photos taken with phones will suffice. The AK TTA will also create a storage location for these files and include art and/or any acquired graphic design images. These will be available for use by the respective communities, the Commission, and the AK TTA.
Quarterly Progress Report	The AK TTA will submit a Quarterly Progress Report using the Commission's quarterly report template in the Commission's Project Database. In addition, it will include a narrative progress report specific to this effort. This additional narrative progress report will be uploaded to the Commission's Project Database. The reports should document work accomplished or achieved during the quarter. It should also include changes in the schedule or work plan, an explanation for the change, how the change may impact the project, and how the change will be addressed (if needed). The Commission's <i>Recipient Guidelines and Requirements (RGR)</i> identify the reporting periods. The due dates will be ten days prior to the dates identified in the RGR. (https://www.denali.gov/wp-content/uploads/2018/11/FINAL-RGR-10-01-20182.pdf).
Quarterly Financial Report	The AK TTA will submit a Quarterly Financial Report (SF-270 form) and an additional financial report. These reports will be submitted to the Commission's Project Database. The Quarterly Financial Report should show the actual versus project budget information (based on the schedule start and end date). The Commission's <i>Recipient Guidelines and Requirements (RGR)</i> identify the reporting periods. The due dates will be ten days prior to the dates identified in the RGR. (https://www.denali.gov/wp-content/uploads/2018/11/FINAL-RGR-10-01-20182.pdf).
Year-End Summary Report	This Year-End Summary Report will provide a year-end summary of all work completed. This will include qualitative descriptions of the work as well as summarized performance data. It will include examples of how the TTA improved, assisted, and aided micro-grantees. It will include a reflection on successes, challenges, and expected next steps to address any major challenges. This will be due September 30 each year.
Project Close-Out Report/Grant-End Summary Report	The Project Close-Out Report/Grant-End Summary Report will include a grant-end summary of all work completed. It will include qualitative descriptions of the work as well as totals from the performance measures. It will include examples of how the TTA improved, assisted, and aided micro-grantees. It will include a reflection of the successes and challenges during the entire grant period.

B. Federal Award Information

The total funds available for FFY 2020 through FFY 2022 are \$520,000. Based upon timing and release of this NOFO, this is about a two-and-a-half-year project. The Commission will not accept applications for projects exceeding \$520,000. The Commission anticipates issuing one award. The exact amount of the award will be determined in the pre-award negotiations between the Commission and the applicant.

The Commission will fund Cooperative Agreement with the successful applicant through a Financial Assistance Award (FAA). The FAA will include requirements stipulated by 2 CFR 200.210 (general award information, terms and conditions, budget, schedule, deliverables, and reporting requirements). Appendix C contains the Commission's FAA general terms and conditions. Recipients will be required to adhere to the Bonding and Insurance requirements stipulated in Section 14 of the FAA. Guidance and requirements for all FAA's awarded by the Commission are summarized in *Recipient Guidelines and Requirements* (RGR), September 2018. A copy of the RGR is available on the Commission's website located at: <https://www.denali.gov/wp-content/uploads/2018/10/FINAL-RGR-10-01-2018.pdf>.

As a Cooperative Agreement, the Commission expects to be involved in the Federal Award (Award). This involvement may include, but is not limited to, collaboration on the work plan, recommendations on types of technical assistance, site visit coordination, tracking progress toward successful execution of the effort, and potentially more.

Pre-Award project direct costs are generally unallowable; however, pre-Award costs may be considered in FAA negotiations between the Commission and successful applicants.

Successful applicants will be required to submit additional forms and certifications during the development of the Commission's FAA , including Standard Form SF-424, Application for Federal Assistance.

The performance period for the Award issued pursuant to this NOFO will be until August 31, 2022. Work plans should be developed such that they can be fully executed within the performance period.

The Commission's Award recipients will be required to:

1. Be registered in SAM.gov prior to the Award.
2. Provide a valid DUNS number prior to the Award.
3. Continue to maintain an active SAM.gov registration with current information at all times during the award performance period.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include statewide organizations serving rural Alaska. Preferred organizations include Alaska Tribal non-profit organizations or statewide non-profit organizations serving rural Alaska with experience providing grant training and technical assistance in Alaska's rural and remote communities. Preferred applicants can demonstrate that over sixty percent of their non-profit board are Alaska residents. Applications from federal agencies will not be considered and applications from the private sector (for-profit organizations/companies/corporations) will not be considered. The AK TTA grantee will not be eligible to apply for the Commission's Micro-Grants.

Applicants must demonstrate the organizational capacity to implement the requested scope of work in the expected timeline in a culturally appropriate manner.

The Commission may not make the Award to the applicant until they have complied with SAM.gov registration requirements. If an applicant has not fully complied with the requirements by the time the Commission is ready to make an Award, the Commission may determine that the applicant is not qualified to receive an Award and use that determination as a basis for making an Award to another applicant.

2. Cost Sharing or Matching

1. This funding opportunity does not require cost sharing.
2. This funding opportunity does not require fund matching.

D. Application and Submission Information

1. Address to Request Application Package

All application materials may be found at grants.gov and denali.gov. This announcement contains everything needed to respond to the NOFO. If a potential applicant would like a paper copy of this NOFO, they may request a paper copy via an in-person request, phone, and/o email. These requests should be made by calling the Commission at 907-271-1414 or emailing Laurie Orell at lorell@denali.gov. A Commission staff member will send a paper copy via the U.S. Postal Service.

2. Content and Form of Application Submission

a) APPLICATION AS A WHOLE

All uploaded materials may not exceed the equivalence of sixty-two pages plus an Excel spreadsheet. Applications shall include the following and adhere to the specified criteria. One page is defined as one side of a standard 8 ½ inch by 11-inch sheet of paper. All sections listed in the following table will be “Required for Completeness” to determine whether an application is eligible for a review by the Review Committee. Failure to include all sections of the application listed in the following table could result in removal of the application from the review process.

Table 2. Application Components and Maximum Pages

Application Components	Maximum Pages	Required for Completeness
Contact Cover Page	1	√
Cover Letter	1	√
Table of Contents	1	√
Training and Technical Assistance Approach	3	√
Work Plan	10	√
Project Management Structure and Staffing Plan	2	√
Qualifications	4	√
Budget and Budget Narrative	1 Microsoft Excel File	√
Appendix	40	√
Total Pages	62	-

b) COMPONENT PIECES OF THE APPLICATION

Contact Cover Page

The *Contact Cover Page* provides the Commission staff with key contact information for the application. Appendix D contains the *Contact Cover Page* form to be used as the first page in the application. The individuals listed on this form will serve as key contacts for the Commission.

Cover Letter

Each application must include a cover letter signed by an individual duly authorized to represent the entity submitting the application. The letter must include the following.

1. Acknowledgement that the applicant has reviewed all information included in the original NOFO, and all subsequent information related to the NOFO (if any) posted on the Commission's website prior to May 10, 2020
2. Certification that the applicant is in good standing with the Internal Revenue Service.
3. If the applicant is a non-profit organization, reference the organization's U.S. C. 501(c)(3) status and include the documentation included in the application's appendix.
4. If the applicant is an Alaska Native Tribal non-profit, reference this status and provide additional documentation in the application's appendix.
5. If over sixty percent of the board are Alaska residents, reference this status and provide additional documentation in the application's appendix.
6. SAM.gov registration number or certification that the applicant will become registered prior to final Award approval.

Table of Contents

The application must include a table of contents with section headers and corresponding page numbers.

Training and Technical Assistance Approach (35 points)

This section must include descriptions of the applicant's:

- Understanding of Alaska's Tribal communities needs with respect to applying and implementing DOJ OVC grants,
- Approach to providing training and technical assistance to the micro-grantees,
- Anticipated levers that are necessary to successful implementation of the effort.

This section should give the Review Committee a sense of the applicant's approach and style to delivering TTA. It should explain why the applicant is best suited to provide TTA for Alaska's Tribal communities. It should include a high-level narrative of what the AK TTA anticipates doing with this award.

Work Plan and Schedule (30 points)

The applicant should provide a detailed work plan for the FFY 2020 and FFY 2021. The applicant should develop a high-level work plan for FFY 2022.

The applicant's work plan should describe all aspects of the proposed project. The work plan should be succinct, self-explanatory, and well-organized to aid reviewers' understanding of the proposed steps to implement the required tasks well as any additional activities.

The work plan should include, and clearly illustrate, the project's goals, objectives, tasks, timeframes, and individuals/organizational representatives responsible for carrying out each work plan activity.

At the minimum, the work plan must incorporate the required activities in *Table 1. Task Name and Description*.

In addition, the work plan and schedule must:

- Provide clear objectives that align with the required tasks. The project objectives must be S.M.A.R.T. *i.e.*, Specific, Measurable, Achievable, Relevant, and Time-bound.
- For each project objective, describe the specific activities to be undertaken, and describe how to ensure successful implementation of the proposed tasks. Each of the activities should be described in detail (*i.e.* who, what, how, where, and when).
- Identify plans to collaborate with other stakeholders in planning, designing and implementing the efforts. Describe the extent to which collaborators will reflect the cultural, racial, linguistic and geographic diversity of the Alaska Native Tribal Communities.
- At the minimum, it must reflect all tasks identified in *Table 1. Task Name and Description*. It may include additional tasks that the applicant sees as critical to implement this successfully, but these tasks must remain within the budget.
- Provide a realistic schedule that fully implements the project within the timeframe and identifies the key persons responsible for the tasks.

The Commission will expect this work plan to eventually be turned into a Microsoft Excel Sheet for tracking deliverables throughout the life cycle of the grant. The Commission encourages applicants to supply this information in a table format with written descriptions around it.

Project Management Structure and Staffing Plan (10 points)

This section must describe of the proposed project management structure, names, and roles in the project implementation.

Applicants should include an organizational chart showing the placement of the project within the overall agency. In addition, applicants should include a proposed organization chart of the management of this project.

Provide a detailed staffing plan that identifies key staff responsible for managing and implementing the project.

The staffing plan must:

- Identify the Program Director and any key staff who will manage or participate in key activities and whether the staff exists currently, to be hired, or to be engaged under contractual arrangements;
- Identify any staff who will monitor contractor's use of funds or provision of services (if applicable);
- Describe each staff position, including the roles and responsibilities under the proposed project; and
- For each staff position, note the amount of time each identified individual will be reasonably expected to devote to this program (expressed as a percent of a full-time employee).

The Commission encourages applicants to supply this information in a table format. Personnel should be listed by position title, the individual's name, and note whether the position is vacant.

Qualifications (5 points)

This section must describe the qualifications of the applicant to implement the AK TTA. It must include three project examples. Preferred project examples include those providing TTA in Alaska. These project examples should include a project description, organization(s) served, services provided, staffing, successes, and challenges. It should explicitly identify staff names who worked on the project and are listed in the *Project Management Structure and Staffing Plan*.

Please provide short biographies of staff if they are already hired. Long resumes may be included in the appendix of the application. Describe the qualifications of each staff position (including the Program Director) and how those qualifications relate to the proposed project. In qualification descriptions, include key personnel's relevant education, training, experience, expertise, and experience working with Alaska's Tribal communities.

Budget and Budget Narrative (10 points)

Applicants should use the DOJ Budget Detail Worksheet and Budget Narrative. The Budget Detail Worksheet and Budget Narrative are combined in a single document referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Excel workbook designed to calculate totals. The Excel workbook contains worksheets for multiple budget years. These should be estimated for FFY 2020, 2021, and 2022. All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Excel or experiences technical difficulties. If an applicant does not have access to Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version. Both versions of the Budget Detail Worksheet may be found at the following link: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>.

- a) **Budget Detail Worksheet** The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.
- b) **Budget Narrative** The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The Commission expects proposed budgets to be complete, cost effective, and allowable.

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organization could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculate all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

Appendix (10 points)

The appendix must include letters of reference and applicants may provide other relevant supporting materials. Attach additional information that may support the proposed project (*e.g.*, resumes, charts, organizational brochures, and letters of support from collaborating organizations) in the appendix.

INFORMATION SUBMITTED AFTER NOTIFICATION OF INTENT TO MAKE FEDERAL AWARD PRIOR TO FEDERAL AWARDS

Successful applicants must submit an FAA (Appendix C) form after notification of intent, but prior to the Award.

4. Submission Dates and Times

Applicants may submit applications in one of two ways:

1. In a sealed envelope bearing on the outside the name, "Alaska Training and Technical Assistance – Victims of Crime" to the Denali Commission
2. Email applications will be accepted with "Alaska Training and Technical Assistance – Victims of Crime" in the Subject line of the email.

Any applications not received via email or postmarked before the specified date will not be opened or considered.

The Commission will consider only materials that are included with an application by the deadline. Supplemental materials submitted after the application deadline will not be added to an application or considered by the Review Committee.

Deadline	May 15, 2020
Mail Address Responses To	Denali Commission, 510 "L" St., Ste. 410, Anchorage, Alaska 99501
Or Email Response To	Laurie Orell, lorell@denali.gov
Mark Submittals as Follows	Alaska Training and Technical Assistance – Victims of Crime
Acknowledge Receipt	Applicants will receive an email receipt from the Commission within 72 hours of submission via email or received via the U.S. Postal Service

5. Funding Restrictions

All recipients and subrecipients (including any for-profit organizations) must forgo any profit or management fee.

All AK TTA costs must be incurred by September 30, 2022 of the project budget period. All costs must be invoiced before the date that is 90 calendar days after the end of the project budget period.

E. Application Review Process

The following section identifies the criteria and procedures for assessing the technical merit of applications. The application review criteria help reviewers judge each application objectively and assist applicants in understanding the standards by which the Review Committee will judge an application.

1. Criteria

This section outlines the review criteria along with specific detail by application section. The following table presents the total points possible by application section.

It is important to remember that, while the *Contact Cover Page, Cover Letter, and Table of Contents*, do not have points associated with them, failure to include all sections of the application listed in the following could result in removal of the application from the review process.

Table 3. Maximum Score by Application Component

Application Components	Maximum Score	Required for Completeness to Land in the Review Committee Process
Contact Cover Page	0	√
Cover Letter	0	√
Table of Contents	0	√
Training and Technical Assistance Approach	35	√
Work Plan	30	√
Project Management Structure and Staff Plan	10	√
Qualifications	5	√
Budget and Budget Narrative	10	√
Appendix	10	√
Total Pages	100	-

TRAINING AND TECHNICAL ASSISTANCE APPROACH (35 POINTS)

This section corresponds with *Section 2. Content and Form of Application Submission – Training and Technical Assistance Approach*.

Reviewer's will examine the approach to determine if this section describes an:

- Understanding of Alaska's Tribal communities needs with respect to applying and implementing DOJ OVC grants,
- Approach to providing training and technical assistance to the micro-grantees,
- Anticipated "levers" that will create a successful implementation of the effort, and
- High-level narrative of expected work.

WORK PLAN AND SCHEDULE (30 POINTS)

This section corresponds with *Section 2. Content and Form of Application Submission – Work Plan and Schedule*.

Reviewers will examine the applicant's identification of the project goals and objectives and the associated tasks.

This review includes examination of the extent to which:

1. The applicant's scope of work describes clear project tasks that align with the program requirements.
2. The applicant details (*i.e.*, who, what, how, where, and when) the specific activities that they will undertake to achieve each of the objectives.
3. Whether the application includes a detailed schedule for the project period, indicating when each task will occur, and identifying the person(s) responsible for managing each activity.

PROJECT MANAGEMENT STRUCTURE AND STAFFING PLAN (10 POINTS)

The section corresponds to *Section 2. Content and Form of Application Submission – Project Management Structure and Staffing Plan*.

This review includes examination of the extent to which:

1. Applicants include an organizational chart that shows placement of the project within the organization's structure.
2. Reviewers will examine the need for, and appropriateness of, the key positions identified and tasked with implementing the proposed project, including relevant job descriptions, roles and responsibilities of each position and whether the applicant will be able to carry out the project.

QUALIFICATIONS (5 POINTS)

The section corresponds to *Section 2. Content and Form of Application Submission – Qualifications*.

Reviewers will assess the extent to which the applicant provides three examples demonstrating experience providing TTA in Alaska. Reviewers will assess the extent to which the examples include a project description, the organization(s) served, services provided, project staff, successes, challenges, and staff names who worked on the project and are listed in the *Project Management Structure and Staffing Plan*.

Reviewers will also examine the identification and qualifications of the Program Director and key staff, including the relevant experience of key personnel in the field of TTA and/or Victim Services.

BUDGET AND BUDGET NARRATIVE (10 POINTS)

This section corresponds to the *Section 2. Content and Form of Application Submission – Budget and Budget Narrative*. Reviewers will examine whether the applicant submitted the required Excel spreadsheet. In addition, they will assess whether the applicant's budget narrative adequately describes each budget line item and demonstrates that the budget is realistic and commensurate with the program requirements, project needs, and the time frame.

APPENDIX (10 POINTS)

This section corresponds to the *Section 2. Content and Form of Application Submission– Appendix*. The reviewers will examine letters of support to determine whether this applicant demonstrates a network of Alaska Native partner organizations to implement the work.

2. Review and Selection Process

Applicants that pass the initial responsiveness process (i.e. submitting all nine application sections from *Table 2. Application Components and Maximum Pages*) will be independently reviewed and rated by a Review Committee panel, based on the program elements and review criteria presented. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered in judging the overall quality of an application.

1. The Commission staff will conduct a preliminary review of each application for minimum responsiveness. Nonresponsive proposals will be eliminated from consideration by the Review Committee.
2. The Review Committee will score each application independently of other members. Then, as a committee, they will meet to further review proposals. The scores will be combined to identify the top two applicants.

The top two applicants may be requested to present their application to the Review Committee.

The Review Committee will be composed of a Commission Program Manager, the Commission's Grants Manager, DOJ VOC Program Manager, and a Subject Matter Expert. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation that is based on the review criteria. The Review Committee provides Commission officials with advice on the merits of each application to determine final award selections.

FUNDING PREFERENCE

The funding preference is considered only if the application receives a score equal to or greater than 70. The Commission will add ten additional points to the final Review Committee scores for eligible applicants who demonstrate that they:

- Are an Alaska Native Tribal organization and/or Alaska Native Tribal non-profit organizations,
- Serve the entire state, and
- More than sixty percent of the non-profit board are Alaska residents.

3. Risk Review

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, the Commission is required to review and consider any information about the applicant that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#) before making any award in excess of the simplified acquisition threshold (currently \$250,000) over the period of performance. An applicant may review and comment on any information about themselves that a federal awarding agency previously entered. The Commission will consider any comments about themselves, in addition to other information in [FAPIIS](#) in making a judgment about the applicant's integrity, business ethics and record of performance under federal awards when completing the review of risk posed by applicants as described in [2 CFR 200.205 Federal Awarding Agency Review of Risk Posed by Applicants](#).

4. Anticipated Announcement and Federal Award Dates

The Commission anticipates the announcement of awards during May of 2020 and completion of the Federal Award Announcement by June 30, 2020.

F. Federal Award Administration Information

1. Federal Award Notices

The Commission will notify each applicant in writing of the outcome of the review process, and will provide a summary of the Review Committee's assessment of the application's merits and weaknesses, and advise the applicant of whether the Commission selected their application for funding. Both successful and unsuccessful applicants of the AK TTA NOFO will be notified within 10 business days after the Selection Committee's final recommendations have been approved by the Federal Co-Chair. The Commission may provisionally grant an award on the condition that an applicant submit additional information, or revise certain information (*e.g.*, revised budget, Indirect Cost Rate Agreements), before issuing funding under the FAA.

The FAA is the official authorizing award document that sets forth the amount of funds awarded, the terms and conditions of the award, the effective date of the award, and the budget and project periods for which the Commission will provide funding. The Commission anticipates finalizing the Financial Assistance Award by June 30, 2020.

The Commission is not liable for any costs incurred by applicants prior to issuing a formal FAA pursuant to this NOFO. All preparation and other costs in responding to this NOFO are the sole responsibility of the applicant.

Notification that an applicant has been selected pursuant to this first NOFO is not an authorization to proceed with work or to incur costs. A fully executed FAA signed by the Commission Program Manager is the authorizing document.

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outline in 2CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

In addition to the regulatory, statutory, and national policy requirements imposed by regulation, the Commission stresses the following terms and conditions applicable to every award:

- The *Recipient Guidelines and Requirements (RGR)* summarize the guidance and requirements for all the Commission's FAAs.
- Section 13 of the FAA includes the administrative, national policy, and reporting requirements typically included in the Commission's FAA. Appendix C contains an example FAA.

PAPERWORK REDUCTION ACT REQUIREMENTS

Under the Paperwork Reduction Act, projects that involve collection information from 10 or more individuals and funding by a grant or a cooperative agreement will be subject to review and approval by the OMB.

LOBBYING RESTRICTIONS

Grant recipients are prohibited from using the Commission's funds to engage in any lobbying activity. Specifically, no part of the federal award must be used to pay the salary or expenses of any grant recipient, sub-recipient, or agent acting for such recipient or sub-recipient related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body.

This prohibition includes grass roots lobbying efforts by grant recipients that are directed at inducing members of the public to contact their elected representatives to urge support for, or opposition to, proposed or pending legislation, appropriations, regulations, administrative actions, or executive orders (collectively, "legislation and other orders"). Other prohibited grass roots lobbying communications by grant recipients using federal funds include any effort to influence legislation through an attempt to affect the opinions of the general public or any segment of the population, if the communications refer to specific legislation and/or other orders, directly express a view on such legislation or other orders, and encourages the audience to take action regarding the matter.

Direct lobbying communications by grant recipients are also prohibited. Direct lobbying includes any attempt to influence legislative or other similar deliberations at all levels of government through communications that directly express a view on proposed or pending legislation, and other orders that are directed to members, staff, or other employees of a legislative body, or directed to government officials or employees who participate in the formulation of legislation or other orders.

Lobbying prohibitions also extend to include Commission grants and cooperative agreements that, in whole or in part, involve conferences. Federal funds cannot be used directly or indirectly to encourage participants in such conferences to lobby impermissibly.

However, these prohibitions are not intended to prohibit all interaction with the legislative or executive branches of governments, or to prohibit educational efforts pertaining to activities that are within the scope of the federal award. For state, local, and other governmental grantees, certain activities falling within the normal and recognized executive-legislative relationships, or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government, are permissible. There are circumstances for such grantees, in the course of such a normal and recognized executive-legislative relationship, when it is permissible to provide information to the legislative branch. However, such communications cannot directly urge the decision makers to act on specific legislation or expressly solicit members of the public to contact the decision makers to urge such action.

Grant recipients may use funds only for the authorized purpose for which they received an award. As a general matter, grant recipients should note that using the Commission's funds to develop or disseminate material that exhibit all three of the following characteristics are prohibited: 1) referring to specific legislation or other order; 2) reflecting a point of view on that legislation or other order; and 3) containing an overt call to action.

Note under provision 31 U.S.C. Section 1352, grant recipients and their sub-tier contractors and/or funded parties are prohibited from using appropriated federal funds to lobby in connection with, extension, continuation, renewal, amendment, or modification of the funding mechanism under which monetary assistance was received. In accordance with applicable regulations and law, certain covered entities must give assurances that they will not engage in prohibited activities.

Note the Commission cautions grant recipients to avoid the appearance of using the Commission's funds to perform activities prohibited under federal law.

Grant recipients who violate these lobbying restrictions may face certain penalties, including disallowance of the cost of the activity or action deemed a violation, as well as other potential enforcement actions, as outlines in applicable grant regulations.

PROCUREMENT

Grant recipients may acquire a variety of commercially available goods or services in connection with an award-supported project or program. Services provided through contracts and related subcontracts must conform to the authorized purposed of the grant award and all applicable legal restrictions. Awardees can use their own procurement procedures that reflect applicable state and local laws and regulations, as long as those procedures conform to 2 CFR § 200.317 or § 200.318, as applicable.

NON-DISCRIMINATION REQUIREMENTS

Services funded by the grant or cooperative agreement must be widely accessible. Under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities that received federal financial assistance (Pub. L. No. 88-352, as amended), services must not discriminate on the basis of age, disability, sex, race, color, national origin, or religion. In some instances, a recipients' failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin.

CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS

Awards issued under the Commission's NOFOs are subject to the requirements of 48 CFR § 3.908. A standard term and condition of award requires that grantees inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce. (Regarding 48 CFR § 3.908, note that use of the terms "contract," "contractor," "subcontract," or "subcontractor," should read "grant," "grantee," "subgrant," or subgrantee.")

SMOKE-FREE WORKPLACE

The Commission strongly encourages all award recipients to provide a smoke-free workplace and to discourage using all tobacco products. Furthermore, the Pro-Children Act of 1994, Pub. L. No. 103-227, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, or early childhood development services are provided to children.

STANDARDS FOR FINANCIAL MANAGEMENT

Recipients are required to meet the standards and requirements for financial management systems set forth in 2 CFR § 200 (OMB Circular A – 102), as applicable. The financial systems must enable the recipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

The Commission funds must retain their award-specific identity – they may not be commingled with state funds or other federal funds (“Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds for any expenditure.). The Commission advises grant recipients to separate Commission funds from other non-Commission funds.

TRAFFICKING IN PERSONS

Awards issued under Commission’s NOFOs are subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104).

3. Reporting

The grantee’s Authorized Official must notify the Commission’s Program Manager listed on the FAA by email signifying acceptance of the Award. Once the grantee accepts the Award, unless the Commission conditions the Award on providing additional information, the Commission’s FAA authorizes grantees to begin working on their grant project.

Successful applicants under this NOFO must comply with the reporting and review activities set forth below:

AUDIT REQUIREMENTS

Grant awardees must comply with the requirements of the 2 CFR part 200, Subpart F – Audit Requirements.

PROGRESS REPORTS

The awardee must submit all reports identified in *Table 1. Task Name and Description*.

G. Federal Awarding Agency Contacts

Program related and NOFO questions should be directed to:

Laurie Orell
Denali Commission, Victims of Crime Tribal Set Aside Program, Program Manager
lorell@denali.gov
(907) 271-1414 or (907) 271-5239

Administrative questions about the Commissions FAA’s should be directed to:

Janet Davis
Denali Commission, Grants Management Officer
jdavis@denali.gov

H. Other Information

- A. If additional information or instructions regarding this NOFO are published, said information or instructions will be posted on the Commission's website at <https://www.denali.gov/grants/>.

No new information or instructions will be posted after May 10, 2020. It is the responsibility of applicants to periodically check the website for any new information or instructions, to comply with said new information or instructions, and to acknowledge that they have done so in the cover letter submitted with their application.

- B. The Commission reserves the right to waive minor informalities, and to make selections deemed consistent with and in the best interest of the Commission and DOJ OVC's Programs. This includes the right to cancel the solicitation at any time, reject any or all applications and the right to proceed utilizing a different process based on the Commission's analysis of the overall program budget.
- C. The Commission may require, seek, and utilize all information it deems appropriate in order to assess the qualifications of applicants. All information submitted in response to this NOFO is considered Public Records under the Alaska Public Records Act.
- D. Award of an FAA pursuant to this NOFO does not obligate the Commission to issue any future FAA's to selected applicants.

Appendix A: Previous Grantees

The following table lists the Tribal organizations and/or communities receiving the Department of Justice, Office for Victims of Crimes Tribal Set-Aside Awards in the Federal Fiscal Year 2018 and/or 2019. These Tribes and/or Tribal Organizations are excluded from applying for the first round of micro-grant funding opportunities. They are eligible if a second round exists.

Table 4. Office for Victims of Crime Tribal Set-Aside Awards in Federal Fiscal Year 2018 and/or 2019

Tribal and/or Tribal Organization	
Federal Fiscal Year 2018	Federal Fiscal Year 2019
Akiachak Native Community	Alaska Native Justice Center
Akiak Native Community	Alaska Native Women's Resource Center
Aleut Community of St. Paul Island Tribal Government	Allakaket Village
Aleutian Pribilof Islands, Association, Inc.	Arctic Village
Central Council Tlingit & Haida Indian Tribes of Alaska	Asa'carsarmiut Tribal Council
Chugachmiut, Inc.	Bristol Bay Native Association
Dena' Nena' Henash (Tanana Chiefs Conference)	Central Council Tlingit and Haida Indian Tribes of Alaska
Fairbanks Native Association	Chugachmiut, Inc.
Healing Native Hearts Coalition	Dena' Nena' Henash (Tanana Chiefs Conference)
Hydaburg Cooperative Association	Emmonak Women's Shelter
Kawerak, Inc.	Fairbanks Native Association
Kasigluk Elders Council	Helping Ourselves Prevent Emergencies
Kenaitze Indian Tribe	Holy Cross Tribe
Knik Tribe	Hughes Village
Maniilaq Association	Hydaburg Cooperative Association
Mount Sanford Tribal Consortium	Kawerak, Inc.
Native Village of Barrow	Kenaitze Indian Tribe
Native Village of Eyak	Kenaitze Indian Tribe (Indian Reorganization Act)
Native Village of Fort Yukon	Ketchikan Indian Community
Native Village of Koyuk	Kodiak Area Native Association
Native Village of Kwigillingok	Koyukuk Native Village
Native Village of Nulato	Maniilaq Association
Native Village of Port Heiden	Native Village of Atmautluak
Native Village of Tanacross	Native Village of Buckland
Nenana Native Association	Native Village of Chauthbaluk
New Stuyahok Village	Native Village of Kipnuk
Organized Village of Grayling	Native Village of Kogiganak
Organized Village of Kake	Native Village of Kotlik
Orutsarmiut Native Council	Native Village of Tununak
Rural Alaska Community Action Program, Inc.	Native Village of Unalakleet
Sitka Tribe of Alaska	Newhalen Village
Southcentral Foundation	Nikolai Village
Sun'aq Tribe of Kodiak	Northway Village
Tetlin Tribal Council	Orutsarmiut Native Council
Yakutat Tlingit Tribe	Rural Alaska Community Action Program, Inc.
	Sitka Tribe of Alaska

Tribal and/or Tribal Organization	
Federal Fiscal Year 2018	Federal Fiscal Year 2019
	Tundra Women's Coalition
	Valdez Native Tribe
	Village of Aniak
	Village of Dot Lake
	Village of Iliamna
	Village of Kaltag
	Yakutat Tlingit Tribe

Appendix B: Application Checklist

Table 5. Application Components and Maximum Pages

✓	Application Components	Maximum Pages	Required for Completeness
	Contact Cover Page	1	✓
	Cover Letter and Subcomponents Below	1	✓
	Acknowledgement Applicant Received All Information	-	✓
	Good Standing Acknowledgement with Internal Revenue Service	-	✓
	If a non-profit, reference to the U.S. C. 501(c)(3). If not, state not a non-profit.		✓
	Tribal Government Status and/or Tribal Non-Profit Status. If not state not a Tribal Organization.	-	✓
	SAM Registration or Certification that Will be Registered before Award	-	✓
	Over sixty percent of the organization's board are Alaska residents	-	✓
	Table of Contents	1	✓
	Training and Technical Assistance Approach	3	✓
	Work Plan	10	✓
	Project Management Structure and Staffing Plan	2	✓
	Qualifications	4	✓
	Budget and Budget Narrative (Microsoft Excel Sheet)	1 Microsoft Excel Spreadsheet	✓
	Appendix	40	✓
	Total Pages	66	-

Appendix C: Financial Assistance Award

Financial Assistance Award Terms and Conditions
Between the Denali Commission and (Recipient)
For <Title of project, same as on FAA>
Award No. _____

1. Project Summary

- a. Scope of Work: *Brief statement summarizing the scope of work*
- b. Deliverables: *Summarize the primary deliverable(s)*
- c. Budget: The Commission is making \$_____ available for the project via this Financial Assistance Award (FAA). This amount includes all direct, indirect, and pre-award costs (if any) authorized pursuant to 2 CFR 200.458. Other partners on the project include _____, who in total are contributing an additional \$_____. All Commission funding is intended to be used for the scope of work identified in this FAA only. Any funds remaining after the full scope of work has been completed shall be returned to the Denali Commission consistent with 2 CFR 200.345.
- d. Delivery Method: *Brief summary of how the project will be accomplished, including relevant comments with respect to phasing, sub-awards, contracts, force account construction, and competitive procurements. If Cooperative Agreement provisions apply then insert a statement to this effect in the Special Provisions and include specific details in Attachment A.*
- e. Performance Period: The Period of Performance for this FAA is _____ through _____. In accordance with 2 CFR 200.309 Recipients can only incur obligations or costs against this FAA during the Period of Performance, unless specifically authorized in the Special Provisions (Section 14 of this document). If a project cannot be completed within the approved Period of Performance, an extension request must be made in accordance with the Commission's *Recipient Guidelines and Requirements* (RGR) document dated September 2018, available at www.denali.gov.

More detailed information on scope, deliverables, budget, funding, project delivery method and/or management plan, schedule and key milestones are included in Attachment A dated _____.

2. Project Reporting and Commission Site Visits

Progress reports and a close-out report are required under this FAA. Progress Reports shall be submitted at the frequency stipulated in the Special Provisions. The Closeout Report shall be completed within 90-days of the end of the Period of Performance. All reports must be submitted using the Denali Commission's on-line Project Database System, available at www.denali.gov/dcpdb.

Commission staff or agents of the Commission may make visits to the project site and/or home office to monitor progress during and/or after the Period of Performance. The Recipient shall coordinate and make information available as necessary to facilitate any such site visits.

Refer to the *Recipient Guidelines and Requirements* document for further information related to reports and site visits.

3. Payments

Payments under this FAA will be made in accordance with 2 CFR 200.305 by electronic transfer in response to a Standard Form 270 (SF-270) "Request for Advance or Reimbursement", submitted by the Recipient. At a minimum, all 270's must include summary cost information on labor, materials, contracts/consultants, and indirect costs. Detailed documentation is required for any single expenditure greater than \$50,000. If Pre-award Costs and/or Advance Payments are authorized under this FAA, the Special Provisions will indicate so. Requests for reimbursements may be made as needed. Refer to the *Recipient Guidelines and Requirements* document for further information about submitting SF-270's.

4. Modifications

In accordance with 2 CFR 200.308, the Recipient shall report deviations in project scope, budget, delivery method, management plan, schedule, or changed site conditions, and request prior approvals from the Program Manager. The Recipient shall also submit written requests to the Program Manager for the replacement of Key Staff identified in the Special Provisions. Refer to the *Recipient Guidelines and Requirements* document for further information about modifying a Financial Assistance Award.

5. Financial Management, Record Keeping, Internal Controls, and Audits

The Recipient must have financial management and record keeping systems that are consistent with 2 CFR 200.302. If the Recipient is a State organization it must expend and account for FAA funds in accordance with applicable State laws and procedures for expending and accounting for the State's own funds.

The Recipient must establish and maintain effective internal controls with respect to this FAA that are consistent with 2 CFR 200.303.

In accordance with 2 CFR 200.501, Recipients that expend \$750,000 or more of federal funds in a year shall have a single or program-specific audit conducted for that year.

Refer to the *Recipient Guidelines and Requirements* document for further information about financial management, record keeping, internal controls and audits.

6. Direct and Indirect Costs

All direct costs must be allowable and reasonable. Indirect costs must be allocable based on accepted accounting policies and practices. Indirect costs must be specifically included as a line item or identified with appropriate notes in the approved FAA budget. Refer to 2 CFR 200 Subpart E (Cost Principles) and the *Recipient Guidelines and Requirements* document for further information on direct and indirect costs.

7. Sub-Awards

All sub-awards and contracts issued by the Recipient under this FAA must comply with 2 CFR 200.331 and 332.

8. Procurements

- a. States: In accordance with 2 CFR 200.317, when procuring property and services under this FAA, a State Recipient must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State Recipient must also comply with 2 CFR 200.322, and ensure that every purchase order or contract includes any clauses and provisions required by 2 CFR 200.326.
- b. Other Non-Federal Entities: All other non-Federal Recipients, including subrecipients of a State, must follow their own documented procurement procedures, provided that the procedures conform to applicable Federal law and the standards in 2 CFR 200.318 through 200.326. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

9. Acknowledgement of Support

The Recipient shall name the Denali Commission as a financial contributor and project/program partner in all media correspondence related to the work supported by this FAA. If Commission funds are used for construction, the Recipient shall also display a sign at the construction site that acknowledges the Commission's support. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

10. Real Property and Equipment

The Disposition requirements and restrictions set forth in 2 CFR 200.310 through 200.316 apply, unless specifically altered in the Special Provisions to this FAA.

Any Real Property reporting requirements apply in accordance with 2 CFR 200.329 will be stipulated in the Special Provisions to this FAA.

11. Conflict of Interest

In accordance with 2 CFR 200.112, the Recipient must disclose in writing any potential conflicts of interest to the Commission. In addition, 2 CFR 200.318 requires that Recipients maintain written standards of conduct covering conflicts

of interest and governing the performance of their employees engaged in the selection, award, and administration of contracts. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

12. Denali Commission Policies

Recipients may be required to comply with published Denali Commission policies covering topics such as cost match, sustainability, private enterprise, competitive bidding, cost containment, etc.. Any specific requirements or deliverables related to these policies will be stipulated in the Special Provisions to this FAA.

13. Laws and Regulations

Recipients are required to comply with all applicable Federal laws and regulations. General categories of potentially applicable laws and regulations are summarized below. Refer to the *Recipient Guidelines and Requirements* document for further information on specific laws and regulations that may apply.

- a. Debarment and Suspension
- b. Whistle-blower Protection
- c. Non-Discrimination
- d. Lobbying and Propaganda
- e. Environmental
- f. Drug-Free Workplace
- g. Travel
- h. Human Rights
- i. Animal Welfare
- j. Executive Compensation

14. Other Provisions

- a. The United States expressly disclaims any and all responsibility or liability to the Recipient or sub-recipients for the actions of the Recipient or sub-recipients resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this FAA, including sub-awards, contracts, or sub-contracts issued in connection with this FAA.
- b. To the maximum extent practicable, considering applicable laws, the Recipient shall accomplish the project contemplated by this FAA using local Alaska firms and labor.
- c. All terms and conditions contained in this FAA apply to any sub-recipient under this FAA.
- d. Failure to comply with the provisions of this FAA or maintain satisfactory performance may result in additional FAA conditions pursuant to 2 CFR 200.207. This includes but is not limited to: temporarily withholding of payments pending the correction of the deficiency; disallowance of project costs; wholly or partially suspending or terminating the FAA. In addition, failure to comply with the provisions of this FAA may also have a negative impact on the Recipient's eligibility for future Federal awards.

15. Special Provisions

Insert relevant special provisions as appropriate

16. Program Manager, Financial Manager & Other Contact Information

Denali Commission	Recipient
Name Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-xxxx Fax: 907-271-1415 E-mail: @denali.gov	Name Project Manager Address Phone: 907-xxx-xxxx Fax: 907-xxx-xxxx Email: @
Janet Davis Grants Management Officer 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-3036 Fax: 907-271-1415 E-mail: jdavis@denali.gov	Name Financial Contact Address Phone: 907-xxx-xxxx Fax: 907-xxx-xxxx Email: @

Special Provisions Menu

The following are examples of typical special provision clauses. If the standard language presented below does not fit the situation in a particular FAA, then craft a unique clause accordingly.

All FAA's should include the following entries, even if the entry is n/a.

Progress Reports: "Shall be submitted on a quarterly basis. The first reporting period is xx Month 20yy to xx Month 20yy, and quarterly thereafter in accordance with the Commission's *Recipient Guidelines and Requirements*", or some other clause with more specific criteria.

Pre-award Costs: Either "n/a", "Project related costs beginning xx Month 20yy", or some other clause with more specific criteria.

Advance Payments: Either "n/a", "Allowed", or some other clause with more specific criteria.

Key Staff: List key staff names and titles.

Denali Commission Policies: If no specific requirements from the policies listed below apply, then enter "n/a". Otherwise, list the policies that apply and any specific requirements related to the issues summarized below for each policy. Summarize the

requirements in Section 14 of the FAA, or state that they are included within Attachment A to the FAA.

Investment Guidance Policy

- Threats related to erosion, flooding or permafrost degradation
- Consistency with regional planning documents
- Special design phase population/capacity studies
- Special design phase life-cycle cost studies
- Special design phase cost estimating and/or value engineering studies

Sustainability Policy

- Business Plans
- R&R Accounts

Community Planning Policy

- Consistency with current community planning documents

Open Door Policy

- “Completed facility/infrastructure shall be available to all potential users.”

Private Enterprise Policy

- Planning and/or design phase public vs. private competition analysis

Competitive Bid Policy

- Price competition required for projects with total planning, design and construction costs greater than \$3 million
- Local hire requirements/goals

Cost Containment Policy

- Budget and cost estimate detail/justification

NEPA: Either “TypeA.x Categorical Exclusion per Denali Commission National Environmental Policy Act (NEPA) Implementing Procedures published in 45 CFR Part 900 on October 1, 2016 therefore no further NEPA documentation required”, or some other clause with more specific criteria in Attachment A”.

Cooperative Agreement: Either “n/a”, or “____(Recipient)____ agrees to cooperate and collaborate with the Denali Commission during the project. The Commission will participate in those specific activities stipulated in Attachment A.”

Include the following provisions in FAA’s that involve the purchase of equipment, design and/or construction.

Equipment Disposition: Either “n/a”, or “When any equipment with a useful life longer than one year and a per unit acquisition cost greater than \$5,000 acquired with Denali Commission funds is no longer needed for the originally authorized purpose outlined in this FAA, _____ (Recipient) must contact the Commission for disposition instructions in accordance with 2 CFR 200.313.”

Insurance: “The Denali Commission shall be named additional insured on _____ (Recipient’s) _____ Liability Insurance Policy, the Liability Insurance Policy of the prime architectural/engineering firm(s) retained to design the project, the Liability Insurance Policy of the first tier construction firm(s) who will construct the project, and the Liability Insurance Policy of all other independent professional service firms (e.g. land surveyors, geotechnical engineers) with a primary role on the project.”

Bonds: Either “n/a” (ex., for projects constructed via force account), or “Bid (if applicable), Payment and Performance bonds in accordance with 2 CFR 200.325.”

Ownership and Site Control: Either “n/a”, “_____ (Recipient) shall develop and execute all necessary documents and agreements required to establish site control and/or right of access to any properties effected by execution of the project”, or some other clause with more specific criteria.

Davis Bacon Wages: Either “n/a”, “Apply”, or some other clause with more specific criteria.

Infrastructure Resilience: Either “n/a”, or “Simple use of historical environmental data to inform the design work is not appropriate. Recipient and/or Recipient’s design professionals shall judiciously account for the potential for increased rates of permafrost thaw, coastal/riverine erosion, and flooding during the design life of the infrastructure.”

Real Property Disposition: Either “n/a”, or “when the original ownership or lease arrangements for the real property improvements change, or when the real property improvements are no longer needed for the originally authorized purpose, _____ (Recipient) must contact the Commission for approvals and/or disposition instructions in accordance with 2 CFR 200.311.”

Real Property Reporting: Either “n/a” or “Applies per 2 CFR 200.329. Reporting will be once every five years, to begin at the end of the performance period and continue through the useful life of the facilities. Refer to Section IX of the Recipient Guidelines and Requirements document for instructions on how to submit the required reports.”

Appendix D: Contact Cover Page

This should serve as the first page of the application. The contact information listed on this sheet will serve as the primary contact for confirmation of receipt of the application and awardee information.

Alaska Training and Technical Assistance – Victims of Crime Cover Page

Agency/Organization Name _____

Contact Information for Application Communication

Name _____

Title _____

Mailing Address _____

City, State, Zip _____

Email Address _____

Phone Number _____

Organization's DUNs Number _____

Is your DUNS active? (Yes/No) _____

Total Funds Requested _____

Authorizing Official Contacts (Authorizing Official means a person appointed by the Board, government entity, or Tribe to sign and authorize documents on the agency's behalf):

Authorizing Official (Name) _____

Position Title _____

Phone Number _____

Email Address _____

Signature of Authorizing Official _____

Date _____

Appendix E: Performance Measures Table

The following table presents a proposed Performance Measures Table for the Alaska Training and Technical Assistance. In collaboration with the Commission, the TTA provider will provide a revised Performance Measure plan after finalization of the scope of work/implementation plan.

Table 6. Example Performance Measures

Performance Measures	
Objective: To improve the ability of grantees to enhance either response to victims of crime, their families, and the community through training and technical assistance.	
Percent of technical assistance requests completed by type	Number of technical assistance requests
	Number of technical assistance requests completed (by type).
Number of deliverables that meet expectations (as outlined in the scope of work/implementation plan.	Number of deliverable that meet expectation as defined in the finalized scope of work/implementation.
Number of program materials developed	Number of program materials developed
Number of planning or training events held	Number of planning or training events held by type
Percentage of participants who completed the training	Number of participants trained
	Number of participants who completed training
Number of program policies changed, improved, or rescinded	Number of program policies, changed, improved, or rescinded
Percentage of organizations reporting improvements in operations based on training and technical assistance	Number of organizations that received training and technical assistance
	Number of organizations reporting improvements in operations based on training and technical assistance
	Percent increase of victim population served by organizations, receiving technical assistance