

## ZOOMGRANTS Application steps

Please reference the [Quick Start Guide](#) for new users of ZoomGrants.

### PROJECT APPLICATION TIPS

A DUNS number and registration with SAM is required to submit your **Project Application** on-line. If you have issues with your DUNS registration with SAM, please contact DCJ.

Be aware that the CESF review panel is comprised of representatives involved in the response to the COVID crisis as well as representatives from the Justice Assistance Grant Board and the Juvenile Justice and Delinquency Prevention Council. Assume a high level of understanding and expertise of readers when completing your project summary. This often helps in keeping the language short and to the point.

Use only whole dollar amounts in your budget and be sure to have the financial person who will be working on the project review it and verify the proposed budget prior to submission.

Eliminate jargon wherever possible; define or do not use acronyms.

Illustrate the collaborative efforts where appropriate. This is vitally important when grant projects involve or potentially impact other agencies or systems.

Ensure the goal and outcomes are consistent with the project plan. Make sure outcomes are measurable.

Justify and explain all budget items and calculations in the budget narrative (example-price per unit x number of units = n).

Double-check the budget descriptions to make sure that it contains a sufficient level of detail and all figures add correctly.

Grant writing tips can be found at many websites by searching the words Grants or Funding.

# CESF Project Application Instructions

## **SUMMARY TAB**

**Project Name/Project Title:** Please be descriptive of the project to be funded and do not label it merely “CESF 2020 project”.

**Amount Requested:** Enter the amount of CESF funding requested in this application. This is not linked to the budget details tab. Be sure the totals are the same.

**Applicant Information, Organization Information, and CEO/Executive Director (if NA, enter Signature Authority):** If you already receive funds from DCJ through ZoomGrants, these fields will already be populated, otherwise enter all requested information for the applicant agency.

## **ORGANIZATIONAL DETAILS TAB**

Complete the four questions related to your legal entity name. This is the agency if awarded may enter into a legal binding document.

If you have questions about updating your **Summary or Organizational Details** information please contact Cindy Johnson at (303) 239-4443.

## **PERIOD & PROJECT DETAILS TAB**

**Project Duration:** (Q1 & 2) The project period is eligible to backdate and start as of January 20, 2020 and can operate for two years (24 months). If you anticipate an abbreviated project period (such as 6 months), you can adjust the start and/or end dates accordingly. Enter the anticipated project duration dates using the month/day/year method.

**Application Type:** (Q3) Select either 1) State of Colorado Government, 2) Local Government, or 3) Other (non-governmental)

**Project Officials:** (Q4-18) You must have a minimum of four contacts for this application, primary contact throughout the application process, the Project Director, Financial Officer and Signature Authority (also called the Authorized Official). The final three must be from the applicant agency and must be unique individuals; one person cannot serve in more than one role (except for the primary contact). The. Enter the name, telephone number, and e-mail address.

**Project Summary:** (Q19) (Limit 1000 characters) Provide a concise description of your project, include your goal and outcomes and how they will be measured and how your project will address the 2020 CESF goal. It is important to use this section to “hook” the CESF review panel; be clear, succinct but truly show the issue or problem you are wanting to impact.

## TABLES TAB

(Goals & Outcomes, Budget Details, Additional Funding)

**SKIP to budget section if purchase of goods, equipment, or basic gear ONLY**

**Goal & Outcomes:** *At least one goal, outcome, measurement, and timeframe is required, but you may enter several within the same field.* These are the elements against which your project will be evaluated and which you will use to report quarterly and final progress. **In addition, funded applicants will be required to report quarterly on specific performance measures developed by the Bureau of Justice Assistance.**

**Goal:** Goals are logical, sensible, clearly written and directly tied to the project.

Write a goal as the focus of this project. Goals are broad statements (i.e., written in general terms) that convey a project's overall intent to change, reduce, or eliminate or impact a problem. For this application, the goal is not in and of itself measurable. Progress made relative to the goal should be reflected in data related to specified outcomes and their related outcomes and measurement (see below).

**Outcomes:** Outcomes are realistic and able to be accomplished in the time frames described. Outcomes identify the amount of intended change expressed as a rate, percent or whole number. Include measures that will sufficiently document any change that occurs.

Outcomes are the change or benefit the project is expecting to produce in the target population and can include specific items of data to be used to assess a projects status towards reaching its goal.

Please write at least one measurable outcome(s) for the goal. Outcome statements should include:

- The specific type of change or improvement that will occur
- The number or percent of individuals impacted (where appropriate)
- The expected magnitude, on average, of the expected change
- If client based, include outcomes reflecting the number of clients to be served

**Measurement** is the description of what data will be collected to measure the change. Please describe the specific measurement tool(s) you will use to collect data for your outcome. If you do not have a tool please state TBD (To Be Determined).

**Timeframe:** The month in which the outcome will be completed.

**EXAMPLE 1:**

<b>Goal: Provide supportive housing to early release inmates.</b>		
<b>Outcome</b>	<b>Measurement</b>	<b>Timeframe</b>
1 Reduce recidivism by 25%	Track success rates of clients who are matched to supportive housing.	Within offenders' first year in community.

**BUDGET:** These funds cannot be used to supplant (replace) dollars that would, in the absence of these federal funds, be made available for the proposed project; however, they may enhance or expand an existing program funded from other sources. If the request is to sustain a program that has lost previous funding through no fault of its own, the loss must be clearly documented.

Example 1: If your agency has a budget for 100 masks/year, and you were required to use 2,000 masks this year, you may only charge 1,900 to the grant.

Example 2: If Sally normally works 30 hours/week, but increased her hours to 40 hours/week directly related to the COVID-19 crisis, you may only charge 10 hrs/week to the grant.

**Budget items should be detailed, reasonable, specifically defined, justified and the applicant should demonstrate how the costs were determined. No concerns of supplanting have been identified.** Budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- The budget must cover the entire project duration.
- In figuring the budget, work with **WHOLE DOLLAR AMOUNTS ONLY**. When necessary, round to the next highest whole dollar amount.
- The budget is broken into seven Budget Categories: Personnel, Supplies and Operating, Travel, Equipment, Consultant/Professional Services, and Indirect Costs.

### **PERSONNEL: Budget & Budget Narrative Details**

This budget category should be used when employees are positions within the applicant agency and the implementing agency is a division (under the same unit of government) of the applicant agency.

The Personnel Budget should take into account overtime, time needed to acquire new staff, and changing demands for personnel during the course of the project.

If the implementing agency is contracted by the applicant agency (i.e., non-profit organization), these costs should be included in Consultant/Professional Services.

Questions regarding the difference between a contract employee and a regular employee may be directed to the Internal Revenue Service. Contract employees or independent contractors should be shown under Consultant/Professional Services.

**Position Title and Name:** Add each position by title and name of employee, if available; if two individuals have the same title, list it twice.

**Annual Salary:** Enter the annual, full-time salary or base pay for the position.

**Annual Base Salary to be Paid by Grant:** Enter the annual salary or base pay for the position to be paid by Grant funds.

**% to be paid by Grant Funds:** Enter the % of annual full time salary that will be paid for with grant funds.

**Annual Fringe:** Enter the amount of Fringe Benefits for that position in column 1 and the percentage of time to be devoted to the project by this position in column 2.

**Annual Fringe to Be Paid by Grant:** Enter the annual fringe for the position to be paid by Grant funds.

**% to be paid by Grant Funds:** Enter the % of annual fringe that will be paid for with grant funds.

**Total Base Salary + Fringe:** Enter the annual salary or base pay + fringe for the position.

**Total Base Salary + Fringe to Be Paid by Grant:** Enter the annual salary or base pay + fringe for the position that will be paid for with grant funds.

**Budget Narrative and Justification:** Explain how the salary and fringe benefit rates for this position were determined. An explanation and justification is required if the budget is not for an entry-level position. If the salary is expected to increase during the project year, indicate the percentage of the increase, the months covered by the increase, and justify it. Be sure that scheduled salary increase has been included in the Salary row, and that the proposed salary is one that is paid for equivalent positions and employee qualifications in your area.

**Non Personnel: Budget and Budget Narrative Details:**

**Please Note:** If the form is not calculating be sure to click the Refresh button..

**Item:** Add each item

**Budget Narrative and Justification:** The applicant must provide a justification and explanation of the budget items listed in each Budget Category. Failure to justify and explain/show calculations could result in denial of funding.

Describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and

proposed project operations. For example, if this is a training project, explanation of the professional services budget category amount should include an explanation of the need for consultants to provide the training and the hourly cost of the services to be provided.

OAJJA recognizes that governments are constantly faced with the challenges of limited resources. It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services.

### **SUPPLIES AND OPERATING:**

Add expendable or non-durable items within this category by major type [e.g., office supplies, **software (regardless of cost)**, training materials, research forms, telephone, tuition, postage, etc.] and show the basis for computation: "X" dollars per month for office supplies, "Y" dollars per person for training tuition, telephone-base charge plus long distance at "Z" dollars per month

- Includes tuition, registration, vehicle gas, leases, etc.
- Out-of-state training costs must be justified in terms of availability of comparable training in state.
- Large items should be listed and justified (e.g., unusual supply items, software, special printing, etc.)

*NOTE:* Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses not travel. These types of costs must be shown in the Supplies and Operating category.

Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. Items costing \$5,000 or more should be listed under Equipment (see D below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category. If custom development of software is contracted out, it is subject to prior approval by OAJJA and should be shown in the Professional Services Budget. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

**Budget Narrative and Justification:** Explain how the cost of each item was determined and justify the need for the item.

### **TRAVEL:**

Add travel expenses for project personnel by purpose (e.g., to transport clients, etc.) and show basis for computation. Show ground transportation, automobile, lodging and meals individually.

Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates are:

1. Mileage: \$.49 cents per mile for use of personal vehicle.
2. Lodging: In-state is actual cost of reasonable accommodations. However, lodging costs in excess of \$60.00 must have prior approval of the Project Director.
3. Meals: Exceptions to the following rates are available from the DCJ for higher cost metropolitan areas.

Meal	In-State
Breakfast	11.00
Lunch	12.00
Dinner	23.00
Total per diem	\$46.00

**Budget Narrative and Justification:** Explain the relationship of each cost item to the project, (e.g., hotel for 1 staff member for 2 nights travel throughout the County to assist with Covid testing at \$60 per night).

**EQUIPMENT:**

Add each item separately, by unit cost. This category should include all items with a unit cost of **\$5,000** or more and useful life of more than one year. Items not meeting these criteria should be included in the Supplies and Operating category. Equipment must be justified as necessary and not available currently.

If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project.

DCJ must provide prior written approval for the actual purchase of all equipment, separate from approval to fund the project. All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

**Budget Narrative and Justification:** Explain how the cost of each item was determined. Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization.

**CONSULTANT & PROFESSIONAL SERVICES:** \*Application must contain a detailed budget and budget narrative for anything listed under Contracted, Consultant and Professional Services. List each consultant, contractor, or type of service with proposed fee (by eight-hour day or hourly rate). If the applicant agency is contracting with an outside agency to conduct the day-to-day operations of the project, the total cost should be in Consultant/Professional Services.

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate** prior approval from DCJ. Rates for individual consultants cannot exceed \$650 per day or \$81.25 per hour. Justification is required to establish a “usual” or “going rate” for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each “unit” of service. One example is polygraph exams that cost the same no matter where the polygrapher must travel to perform the exam. There are other federal regulations that pertain to some professional services/consultant rates. Contact DCJ if you have questions.

Professional services should be procured competitively. **Sole source contracts must be justified** and must have specific prior written approval from DCJ before execution of any

contract, separate from approval to fund the project. Refer to the Administrative Guide for Federal Justice Grant Programs or contact DCJ for additional guidance. Consultants must be able to sign the Certification of Debarment, OJP Form 406 1/1 (see section J of the Certified Assurances for details).

**Budget Narrative and Justification:** Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services)

### **INDIRECT COSTS:**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If applicant meets any of the two requirements below, they are eligible to request indirect costs at the approved rate.

- A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs for approval.
- Other governmental department or agency (receiving less than \$35 million in direct Federal Funding) must develop an indirect cost proposal in accordance with the requirements of this Part (2 CFR 200) and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs.

If the applicant has never received a federal negotiated indirect cost rate, and is not required to have a federal negotiated indirect cost rate, they are eligible to request the "**de minimis**" rate which is 10% of the Modified Total Direct Costs (MTDC).

When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all Federal awards.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when



necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency (OJP).

**Other CESF Funding for this project:** If you will be/are receiving other CESF funding, complete the table listing each anticipated and/or received CESF grant award (provide the grant number, the amount of federal funds awarded, the project title, purpose area and grant period). *If you are not receiving funds put N/A and \$0 on the table, do not leave blank.*

**Other Emergency Funding for this project:** If you will be/are receiving other Emergency funding, complete the table listing each anticipated and/or received Emergency grant award (provide the grant number, the amount of federal funds awarded, the project title, purpose area and grant period). *If you are not receiving funds put N/A and \$0 on the table, do not leave blank.*

## **DOCUMENTS TAB**

**Organizational Chart:** Required if personnel is being requested. If your project has personnel in the budget category, you must attach your organizational chart in this section.

**Priority Letter:** Required if the Applicant Agency is submitting more than one application. Letter must include rank order and why the agency has ranked projects in that order.

**Financial Management Questionnaire: Required.** All applicants are required to download this form, complete, save, and upload back into ZOOMGRANTS. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. The questions should be answered by the Applicant Agency with the assistance of the Financial Officer.

**Certification Regarding Lobbying; Debarment, Suspension; and Drug Free Workplace:** Must be submitted with the application if requesting over \$100,000.00