



In accordance with Legislative Bill LB63 in 2009 (Nebraska Revised §81-1447 thru 1451), the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is seeking applications for qualified agencies in the State of Nebraska.

Office of Violence Prevention

SFY 2024 OVP Grant Fund

Request for Application

AWARD PERIOD

July 1, 2023– June 30, 2024

AWARD AMOUNT

\$591,000

DEADLINE

March 8, 2023, by 5:00 p.m. (CST)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Athena Sherman, Director of Office of Violence Prevention | 402.499.7586 | athena.sherman@nebraska.gov

In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 711 or TDD 1.800.833.7352)

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Introduction:

These instructions are for applicants who wish to apply for competitive funds under the Nebraska Office of Violence Prevention (OVP) Grant Program. OVP aids privately funded organizations, local government subdivisions, and other community leaders and advocacy groups in developing projects throughout Nebraska that work in the areas of street or gang violence reduction, reduction of homicides and injuries caused by firearms, and youth employment opportunities in high-crime areas.

Funds Available (estimated amount):

The Nebraska Crime Commission (NCC) will award \$591,000 for this solicitation. Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of OVP funding to ensure the long-term success of their programs.

Match:

Please note that Match is **not** required for OVP funds. However, it is encouraged for sustainability purposes. If Match is included in the successful application, the amount indicated will be required to be met regardless of the dollar amount of OVP funds utilized. Match will be reviewed and monitored at the same level as OVP funds. Subgrantees contracting with non-profit agencies or service providers cannot require the contracting agency to provide the required matching fund amount.

Grant Management Training

- a. Attendance at a Grant Management Training (GMT) is required for all grantees every three (3) years.
- b. Attendance is available for anyone desiring a refresher and required for the Lead Project Contact, Secondary Project Contact, and Fiscal Contact at least once every three (3) years.

Project Period:

July 1, 2023 - June 30, 2024

Projects:

- Projects will be reviewed as competitive applications.
- Start date for the initial year can be no earlier than 7/1/2023.
- Projects with unspent funds at the end of the fiscal year (6/30/2024) will be required to de-obligate those dollars.

Grant Commencement:

Implementation of funded projects must be within 30 days from the start date listed on the Grant Award or another date as specified by the project's designated Nebraska Crime Commission representative noted on the award document. Failure to implement a project within the time frame, or the time frame agreed upon by the grant administrator, may result in the loss of grant funds.

Correspondence:

All grant correspondence from NCC is sent to the applicant's identified Project Point of Contact (PPOC) and/or other applicant-designated individuals as deemed necessary. For this reason, it is imperative to verify the submission of current and correct email addresses and contact information for the Project Point of Contact (PPOC), Financial/Fiscal Point of Contact (FPOC), and Authorized Official (AO). Any changes to contact information for the PPOC, FPOC, and/or AO must be communicated to the OVP Director as soon as

possible. Failure to provide valid contact information can result in unnecessary delays and ineffective communication.

Funding Process Timeline (tentative):

Subject to change, applicants will be notified of any changes. The listed times are Central Standard Time (CST).

January 25th	Solicitation Announced
March 8th	Application DUE by 5 p.m. CST
March 9th	Technical/Administrative Review begins
March 20th	Staff Review conducted
March 23rd	OVP Advisory Council Review
March 31st	Crime Commission Funding Panel Review (final determination)
April 3rd	Letters mailed to applicants advising of funding determination
May 3rd	Award Contingencies due to the Crime Commission
May 19th	Nebraska Crime Commission Meeting in case of appeals
June 19th	Grant Award documents mailed and due to NCC within 30 days

OVP Purpose:

The purpose of these funds is to address street and gang violence, homicides, and injuries caused by firearms as outlined in LB63 in 2009 (N.R.S. §81-1447 through 1451). In March 2015, the Nebraska Legislature passed LB 167 which also included the creation of youth employment opportunities in high-crime areas as an additional priority focus. The Legislature found that to effectively address these issues, communities must develop a multi-faceted approach that includes violence prevention activities, intervention, enforcement, and rehabilitation. Priority for funding is given to communities and organizations seeking to implement violence prevention programs that appear to have the greatest benefit to the state, and which have, as goals one of the three identified purpose areas.

1. Reduction of street or gang violence
2. Reduction of homicides and injuries caused by firearms
3. Youth Employment opportunities in high-crime areas

Program Eligibility Requirements:

To be eligible **for this specific application** for Office of Violence Prevention funding, the applicant must be one of the following:

- Community-Based Agencies or Organizations, including Faith-Based Organizations.
- Community team.
- State Agency.
- Unit of local government (i.e., city, county, town)
- School District
- Federally or State recognized Native American Tribe
- 501(c)(3) Non-Profit Organization

Applicants without 501(c)(3) status must seek out an eligible applicant listed above to apply as the fiscal agent on their behalf.

Eligible applicants, who are not non-profit agencies, may contract with non-profit agencies for the provision of services.

Grant Requirements:

- **Grant Award and Special Conditions** - Awarded applicants must sign the Grant Award and Special Conditions that include but are not limited to requirements under state laws in addition to requirements for accounting, data collection, and reporting.
- **Supplanting** – Office of Violence Prevention funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional state funds made available through the Crime Commission. The applicant’s budget narratives should clearly explain:
 - a) how the costs were previously funded.
 - b) why the funds are no longer available; and
 - c) when the funds ended and/or any temporary funding agreements or arrangements.
- **Subawards** – Subawards are sub-agreements established between the awarded agency (Tier-1 awardee) with other agencies (Tier-2 subgrantee) to conduct project-related work. OVP awardees that subaward project funds are responsible for ensuring that each sub-awarded agency has a signed Grant Sub-Award and Special Conditions, proper financial controls, and systems for data collection. Sub awarded projects must be monitored for programmatic and financial compliance with OVP grant fund requirements by the OVP awardee.
- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - b) Itemized records supporting all grant receipts, and expenditures and match contributions in sufficient detail to show the exact nature of the activity.
 - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant-related activities. Match hours must be documented in the same manner.
 - e) Maintenance of payroll authorizations and vouchers.
 - f) Maintenance of records supporting charges for fringe benefits.
 - g) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - i) Provisions for payment by check.
 - j) Maintenance of travel records (i.e., mileage logs, and gas receipts).
 - k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>

- All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts to the Crime Commission's process (i.e., the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with grant funds should be purchased at the beginning of the project period to fully benefit the project and must be maintained and recorded, at a minimum, meeting the requirements listed below.
 - a) Description of the property
 - b) Serial number or another identification number
 - c) Source of the property Identification of the title holder
 - d) Acquisition date
 - e) Cost of the property
 - f) Percentage of grant participation in the cost of the property
 - g) Location of the property
 - h) Use and condition of the property
 - i) Disposition data, including the date of disposal and sale price
 - j) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - k) Loss, damage, or theft:
 - A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.
 - If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.
 - l) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed of. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
 - If the item to be disposed of has a current per-unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
 - If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.
- **Payments** – All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 15th of the month following the month to be reimbursed. Reimbursement will not be made until all required documentation has been approved.
- **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program's allowable activities.
- **Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have any pending applications for federally and/or state-funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- federal or state funding agency.
- solicitation name/project name; and
- point of contact information at the application funding agency.

If the applicant does not have any pending applications indicate “None” on the form.

- **Formal Third-Party Evaluation** - Each project is required to have a formal third-party evaluation. Funds can be requested to complete the evaluation. The Office of Violence Prevention may provide an evaluator if the project needs an evaluation.
- **Quarterly Performance Reporting** – Narrative summary reports will be due quarterly, to be submitted to the Director of OVP by the 30th of the month following quarter end. Reimbursement will not be made if reporting is not timely and in compliance with requirements.

Evidence-Based Practices:

The Office of Violence Prevention shall prioritize funding to implement evidence-based strategies or standardized replicable practices that have been researched and have demonstrated positive outcomes.

Classification System for Evidence-Based Programs in Nebraska

- I. **Model Program/ Fully Evidence-Based Practice** – The program satisfies the following five criteria:
 - a. The program demonstrated effectiveness with a randomized experimental study (RCT) or two quasi-experimental studies in which the treatment group showed a significant difference in the target outcome as compared to the control group.
 - b. The effect lasted for no less than 1 year after the intervention.
 - c. There is at least one independent replication with an RCT or two more quasi-experimental evaluations.
 - d. The combination of designs adequately addressed all the threats to internal validity (i.e., the design allowed for a strong inference of causality).
 - e. The program has produced no compromising negative side effects.
- II. **Effective** – One RCT or two quasi-experimental designs document the program’s effectiveness. Furthermore, an evaluator has replicated the program’s effectiveness with an RCT design or two quasi-experimental designs, but the researcher was not an independent investigator.
- III. **Promising** – There have been one successful RCT or two quasi-experiments that document the effectiveness of the program but there was no replication study available **OR** the program matches the dimensions of a successful meta-analysis practice.
- IV. **Inconclusive** – There have been one successful RCT or two quasi-experimental evaluations of the program but there are contradictory findings in these or additional studies **OR** the program would be promising or effective, but the effects are short in duration.
- V. **Ineffective** – The RCT or two quasi-experimental evaluations failed to show significant differences between the treatment and control groups.

- VI. **Harmful** – The RCT or two quasi-experiments showed that the control group scored higher on the targeted outcome than did the treatment group and the difference is statistically significant.
- VII. **Insufficient Evidence** – There is no RCT or less than two quasi-experimental evaluations of the program to date.

RESOURCES

Please reference the following sites for further definition, clarification, and examples that you can relate to within your own community:

- Office of Justice Programs, National Institute of Justice: <http://www.crimesolutions.gov/>
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Model Programs Guide: <http://www.ojjdp.gov/MPG/>
- Center for Disease Control and Prevention: <http://www.cdc.gov/violenceprevention/youthviolence/prevention.html>
- Technical Assistance Partnership for Child and Family Mental Health: <http://www.tapartnership.org/content/juvenileJustice/publications.php?id=topic10>
- National Center for Mental Health and Juvenile Justice: <http://www.ncmhjj.com/resources/default.shtml>
- Guidebook: Improving the Effectiveness of Juvenile Justice Programs: A New Perspective on Evidence-Based Practice: <http://www.modelsforchange.net/index.html>

Letters of Support and Memorandums of Understanding: (Required)

1. Letters received separately from the grant application will not be considered or returned. The applicant will not be notified that letter have been received. It is the applicant's responsibility to assure all letters are attached to the application.
2. To demonstrate coordination and cooperation, applicants are required to include at a minimum of 3, and a maximum of 5 letters of support from law enforcement, criminal justice agencies, community organizations, and stakeholders. Letters should be signed by an agency lead such as the Chief of Police, Sheriff, County Attorney, or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads. Letters of support from employees or Commissioners of the Nebraska Crime Commission will not be accepted.
3. Memorandums of Understanding developed with coordinating partners should be submitted to demonstrate support for the vital functions of the agency, if applicable.

Restrictions on Use of Funds— please see page 13 for a chart of operating costs that are allowable and those that are unallowable.

Budget Narrative - All costs must be necessary, reasonable, allowable, allocable, and substantiated. Each line item listed in a budget must have a corresponding narrative that addresses the required information. Items with incomplete narratives cannot be awarded. All narratives must address the following:

- Justification of the line item as to why the costs are necessary to the project and how the costs will benefit the project.
- Basis for the calculation (how was the cost pro-rated to the grant, this may require FTE information)
- If a Match is required, identify sources of the Match.
- Explain how the request is not supplanting state or federal funds.

- Calculations are only needed in the narrative when line items do not provide adequate information to determine how the cost was calculated.

PERSONNEL:

1. Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.
2. Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.
 - Indicate if the position is New (N) or Existing (E).
 - New positions are additional personnel to the agency requested through the current funding application.
 - If the request is for an existing position, the narrative must explain how the position was funded prior to this request to ensure the funding request complies with non-supplanting requirements. For a position that exists, provide both the current annual salary, and requested annual salary amounts for the next fiscal year.
 - For each position listed, indicate the TOTAL hours of the personnel's work week and the percent of the time to be allocated/devoted to the project. OVP funding can only support the percentage of personnel time that is allocated/devoted to the OVP project.
 - In the narrative section, outline the job duties/responsibilities for each position and indicate their relevance to the project to include the percentage of time on that duty (or group of duties) requested for the grant.
3. Raises must be indicated and provide justification for the pay increases to include any agency-wide cost of living increases.
4. All volunteer in-kind matches **MUST** be listed under the personnel category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified either as contracts and/or consultants.

FRINGE BENEFITS:

1. All fringe benefits are to be based on the **employer's share only**. Fringe benefits can only be requested for the personnel positions that are also requesting funding for wages at the percent allocated to OVP.
2. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers' compensation, costs of leave (must be identified and consistent with established applicant agency policies) and pension/retirement can be included. The employee's share is to be withheld from their wages.
 - Funds to support cafeteria plans are not allowed by the Crime Commission.
 - Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits to the point that they are accrued per agency policy.
 - Additional types of leave must be included in the budget narrative and supported with the submission of the agency leave policy. (i.e., administrative leave, maternity leave, etc.)
 - Explain how the request is not supplanting state or federal funds.
3. Narratives should include all components of the fringe benefits to provide a lump sum percentage of the OVP devoted salary calculated for fringes. To calculate the percentage of fringe benefits (use total fringe amounts, not specific to funding sources): 1. Add up the dollar amount of all fringe benefits (total fringes) 2. Divide the total fringes by the total salary 3. Round the percentage to no

more than 2 decimal points (i.e., 25.44%). When completing the budget, the basis is the salary requested for this project (+match if applicable) and the percentage is the resulting percentage as calculated above.

TRAVEL EXPENSES:

1. Each line item in travel must have an associated narrative. Do not lump costs together. For example, baggage fees for air travel are separate from the cost of the airline ticket.
 - List expenses by purpose (i.e., training, conference, daily travel for the job) and complete the applicable expenses associated with the purpose (i.e., mileage, airfare, meals, lodging, other). If the destination is unknown, indicate that prior approval will be received by NCC.
 - Mark the travel as local, in-state, or out-of-state and the departure and destination points.
 - Calculate the costs by completing the areas relevant to travel for each purpose.
 - Use current GSA rates: [GSA Per Diem Rates](#)
 - Explain how the request is not supplanting state or federal funds.
2. Narrative must explain the purpose, the position traveling, and how this travel relates and is necessary to the project. The narrative must include the allocation and calculation of each line item if not clearly identifiable in the budget worksheet.

EQUIPMENT:

1. Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with State Property and Equipment guidelines. For capitalized expenses, recipients must follow the policy developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in line with the state policy which allows equipment items costing under \$5,000.00 to be included in supplies. Equipment procurement and management standards are outlined on page 11 in the Grant Requirements section of this document. Refer to grant program guidelines for allowable/unallowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules, or regulations.
2. Enter the total costs for the appropriate items. Provide a breakdown of the costs by the amount requested, the amount matched, and the total costs. Enter the total costs for Equipment. Also, enter these totals on the Budget Summary page.
3. Narrative must address the following:
 - Describe all equipment expenses. Explain why the requested expenses are necessary to support the project
 - Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
 - Indicate what the Capitalization Policy Threshold is for the agency, if there is not one indicated then the policy of the State of Nebraska will be followed.
 - Explain how the request is not supplanting of state or federal funds.

SUPPLIES:

1. Supplies include office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized. Supply costs encompass materials that are expendable or consumed during the course of the project.
 - Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs, and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify the reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into individual budget line items such as pens, paper, folders, etc.)
 - Higher cost items should be listed separately and identified (e.g., items such as computers, printers, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase.
 - An agency's capitalization policy will determine whether equipment items are listed in this category or under Equipment. If an agency has no written policy, then it will be required to follow the state's policy. Should an agency base a written policy on the state policy then the equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.
2. Narrative must address the following:
 - Describe all supply expenses. Explain why the requested expenses are necessary to support the project
 - Pro-rating of expenses must be explained as to how the calculation was determined.
 - Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year) to include the basis for the pro-rated amount and calculation of each line item if not clear on the budget template.
 - Explain how the request is not supplanting state or federal funds.

SUBAWARDS (SUBGRANTS):

1. For each subaward:
 - Name the agency or organization.
 - Purpose: Agency's role in this project.
 - Type of Agency: Check one. If the government agency identify the type of government agency.
 - Budget Categories: Summary of the agency's (sub-award) requested budget.
2. Narrative for each sub-award must address:
 - Expected deliverables; the services and/or products the consultant or contractor will provide.
 - How the services, products, or positions relate and will impact the project.
 - For consultants and contracts provide a description of the selection process to verify that the procurement procedure was fair, equitable, and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - Breakdown of how the consultant fees were calculated (*Ex: 500-hour x \$75 per hour = \$37,500*).
 - Description of the specific duties for **each** position funded including primary responsibilities.
 - Narratives of subawards must explain costs and breakdown expenses.
 - Explain how the request is not supplanting state or federal funds.

PROCUREMENT CONTRACTS:

1. Applicants are required to ensure that DOJ Consultant Rates of \$81.25/hr. or \$650/day (8-hour day) are not exceeded without prior approval. These rates are used as a reasonable guideline to ensure funds are used for contracts in a fiscally responsible manner. This does not mean that the above rate can or should apply to all consultants. The rate must be established based on the skills, qualifications, and similar services in the marketplace.
2. In the narrative address:
 - Expected deliverables; the services and/or products the consultant or contractor will provide.
 - How the services, products, or positions relate and will impact the project.
 - Provide a description of the selection process to verify that the procurement procedure was fair, equitable, and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - Breakdown of how the consultant fees were calculated (*Ex: 500-hour x \$75 per hour = \$37,500*) and justification for the rate provided.
 - Explain how the request is not supplanting state or federal funds.

OTHER COSTS:

1. For any applicable “other” budget items, list each item and the total estimated costs with the breakdown utilizing the computation fields available. Examples of costs in this category:
 - Rent
 - Utilities
 - Copying
 - Printing
 - Janitorial
 - Programming funds (i.e., group activities)
2. For all expenses requested, include a budget narrative to address the following:
 - Pro-rating of expenses must explain what calculations were used to arrive at the prorated amount.
 - Describe all expenses and explain why the requested expenses are necessary to support the project.
 - Explain the cost breakdown and how match funds were determined to include the allocation and calculation for each line item.

RESTRICTIONS ON USE OF FUNDS:

Operating Expenses	
Allowable	Unallowable
Postage Expense: cost of postal services, including postage meter expenses, post office box rental, stamps, etc.	Overtime Costs: costs associated with overtime of pay for personnel. This includes personnel for agencies who are subcontracted through this grant.
Communication Expense: includes voice, data, and internet costs for telephone and other telecommunications services.	Construction of Facilities: construction of secure detention facilities, secure youth treatment facilities, capital construction of facilities, capital expenditures, and the lease or acquisition of such facilities.
Dues & Subscription Expense: costs of dues, subscription, memberships, royalty fees, annual license fees, and notary fees as it pertains to the submitted program/project.	Indirect Organization Costs: charges to a grant or contract for indirect costs which include costs of an organization that is not readily assignable to a particular project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.
Food and/or Beverage: costs for youth in conjunction with a program or service through the grant aid.	
Conference Registration: registration fee for employees' attendance at a conference or similar event. An agenda is required before reimbursement can be made.	
E-Commerce Expense: costs of renting webpage space and related fees. Costs and fees for using online information services and databases.	
Educational & Recreational Expense: supplies for educational (including training sessions and conferences) and recreational purposes such as sporting equipment, teaching aids, books, manuals, workbooks, videos, etc.	
Utility Expense: includes natural gas, electricity, water, sewer, propane, and garbage.	
Auditing Expense: contractual services for the state auditor or other auditing, accounting, and CPA firms.	
Scholarships: costs for scholarships provided to youth are allowable on a case-by-case basis. Provide proper documentation that illustrates a positive effect on youth.	
Incentives: costs for incentives provided to youth are allowable on a case-by-case basis. Provide proper documentation that illustrates a positive effect on youth.	

GOALS, OBJECTIVES & ACTIVITIES:

All project goals, objectives, and activities should directly translate to a project's Budget (OVP request and match) and the project services outlined in the Project Narrative.

Timeframe – Develop project goals, objectives, and activities for no more than 12 months of operations (July 1, 2023 - June 30, 2024).

Activity Summary Reports:

Activity Summary Reports are required **quarterly** and are due by the **30th** of the month following the end of each quarter. **Regardless of the start date of the grant project**, all quarterly reports are due for the quarters as listed below:

Quarter 1:	July-September:	Due by October 30th
Quarter 2:	October-December:	Due by January 30th
Quarter 3:	January-March:	Due by April 30th
Quarter 4:	April-June:	Due by July 30th

When the 30th falls on a holiday, Saturday or Sunday submit the Narrative Summary Report on the business day prior to that holiday, Saturday, or Sunday.