



OS, OS FOIA <osfoia@ios.doi.gov>

Fwd: FW: Letter to Anthony Babuta regarding Act. 7386

Ottley, Basil <basil_ottley@ios.doi.gov>
To: OS FOIA OS <osfoia@ios.doi.gov>

Thu, Jun 23, 2016 at 11:47 AM

Email Search Request - OS-2016-00328

—— Forwarded message ——

From: Feng, Jennifer <jennifer_feng@ios.doi.gov>**Date:** Wed, Jun 15, 2016 at 2:33 PM**Subject:** Fwd: FW: Letter to Anthony Babuta regarding Act. 7386**To:** Charlene Leizear <charlene_leizear@ios.doi.gov>, Basil Ottley <basil_ottley@ios.doi.gov>

—— Forwarded message ——

From: Feng, Jennifer <Jennifer_Feng@ios.doi.gov>**Date:** Fri, Sep 21, 2012 at 2:14 PM**Subject:** FW: Letter to Anthony Babuta regarding Act. 7386**To:** "Zepeda, Rebecca E" <Rebecca_Zepeda@ios.doi.gov>

Could you please take a look at this draft response letter and include any suggestions? Thanks love!

Jennifer WeiHao Feng

USVI Desk Officer, Office of Insular Affairs

Special Assistant, Office of the Assistant Secretary for Insular Areas

P|202.208.6974 BB|202.525.0521

From: Babauta, Tony
Sent: Thursday, September 20, 2012 5:32 PM
To: Feng, Jennifer; Ottley, Basil
Cc: Fink, Wendy
Subject: FW: Letter to Anthony Babuta regarding Act. 7386

Please prepare an appropriate response. Let's discuss if necessary.

Hon. Anthony M. Babauta

Assistant Secretary of the Interior | Insular Areas

202.208.4709

From: ronald russell [mailto:roneruss@gmail.com]
Sent: Thursday, September 20, 2012 5:08 PM
To: Babauta, Tony
Cc: John P. deJongh Jr.; Donna Christiansen; Basil Ottley; **b(6) - Gerrard James**
Subject: Letter to Anthony Babuta regarding Act. 7386

Good afternoon,

Please see my letter regarding Act 7386 and the establishment of the Fifth Revision Convention attached.

Take care and God bless.

—

Ronald E. Russell, Esq.
The Russell Law Firm, LLP
P.O. Box 3259
Kingshill, VI 00801
Fax: 340-772-0376
Cell: 340-642-3319
Email: roneruss@gmail.com

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—

Jennifer WeiHao Feng
Grant Manager, Office of Insular Affairs
U.S. Department of the Interior
1849 C St NW, MS 2429
Washington DC 20240
Tel: 202.208.6974
iPhone: 202.285.8293

—

Basil C. Ottley, Jr.
Policy Director
Office of Insular Affairs
Department of the Interior
1849 C Street, NW MS 2429
Washington, DC 20240

Phone: 202-208-5655

Fax: 202-208-7585

2 attachments



Act 7386—5thRC—Anthony Babuta.pdf

277K



09-21-2012 Fifth Revision Convention Assistance Request from VI Legislature.docx

13K



Ronald E. Russell, Esq.
President
29th Legislature

Legislature of the Virgin Islands

No.1 Lagoon Street Complex, Frederiksted, VI 00840
Capitol Building-Old Barracks Yard
P.O. Box 1690, St. Thomas, VI 00804-1690



TEL: (340) 712-2300
FAX: (340) 712-2242
STT: (340) 693-3608

Office of the Senate President

September 20, 2012

Honorable Anthony M. Babuta
Assistant Secretary for Insular Affairs
U.S. Department of Interior
1849 C Street, N.W.
Washington, DC 20240

Re: Act 7386— Fifth Revision Convention

Dear Undersecretary Babuta:

Attached is a copy of the legislation adopted by the Virgin Islands to facilitate the completion of the draft Constitution prepared by the Fifth Constitutional Convention. As you know, this draft was returned for revisions and there was no enabling legislation to allow the process to move forward.

The law provides for the establishment of the Fifth Revision Convention and gives the body the authority to move forward in revising the draft Constitution. I write to request your assistance in providing the funding to the complete this process. As I understand, any monies made available through the Department of Interior will be distributed through the Executive Branch.

I thank you for your prompt attention to this matter and I look forward to your favorable reply.

Best regards,

Ronald E. Russell, Esq.

Attachment

cc: Honorable John P. de Jongh Jr., Governor, USVI
Honorable Dr. Donna M. Christensen, Delegate to Congress, USVI
Basil Ottley Jr., USVI Field Officer, Insular Affairs, U.S. Department of Interior
Gerard "Luz" James II, President, Fifth Constitutional Convention

Chair:
Committee
of the Whole

Member:
Committee on Rules
and the Judiciary

Committee on
Government
Operations, Energy &
Veterans' Affairs

Committee on Public
Safety, Homeland
Security
& Justice

Committee on Planning
& Environmental
Protection

September 21, 2012

The Honorable Ronald E. Russell
President
29th Legislature of the Virgin Islands
Capitol Building-Old Barracks Yard
P.O. Box 1690
St. Thomas, VI 00804

Dear President Russell:

Thank you for your September 20, 2012 letter requesting funding assistance from the Office of Insular Affairs to establish the Fifth Revision Convention and to facilitate the completion of the draft Constitution.

I would like to congratulate both the U.S. Virgin Legislature and Governor John P. deJongh for your combined leadership in moving forward an important component in the U.S. Virgin Islands political evolution. OIA awaits the formal request from Governor deJongh that will include a budget detailing the anticipated expenditures.

I look forward to working with you to further the Fifth Revision Convention.

Sincerely,

Anthony M. Babauta
Assistant Secretary
for Insular Areas

cc: Honorable John P. deJongh Jr. Governor, USVI
Honorable Dr. Donna M. Christensen, Delegate to Congress, USVI
Gerard "Luz" James II, President, Fifth Constitutional Convention



OS, OS FOIA <osfoia@ios.doi.gov>

Fwd: Language for Response Letter RE: Act 7386 - Fifth Revision Convention

Ottley, Basil <basil_ottley@ios.doi.gov>

Thu, Jun 23, 2016 at 11:48 AM

To: OS FOIA OS <osfoia@ios.doi.gov>

Cc: Nikolao Pula <nikolao_pula@ios.doi.gov>, Shirley Lewis <shirley_lewis@ios.doi.gov>

Email Search Request - OS-2016-00328

—— Forwarded message ——

From: **Feng, Jennifer** <jennifer_feng@ios.doi.gov>

Date: Wed, Jun 15, 2016 at 2:32 PM

Subject: Fwd: Language for Response Letter RE: Act 7386 - Fifth Revision Convention

To: Basil Ottley <basil_ottley@ios.doi.gov>, Charlene Leizear <charlene_leizear@ios.doi.gov>

—— Forwarded message ——

From: **Feng, Jennifer** <Jennifer_Feng@ios.doi.gov>

Date: Tue, Sep 25, 2012 at 10:12 AM

Subject: RE: Language for Response Letter RE: Act 7386 - Fifth Revision Convention

To: "Kraft, Faride A" <Faride_Kraft@ios.doi.gov>

Cc: "Leizear, Charlene A" <Charlene_Leizear@ios.doi.gov>

Yeah luckily we didn't get any complaints...yet haha.

Thanks Faride!

Jennifer WeiHao Feng

USVI Desk Officer, Office of Insular Affairs

Special Assistant, Office of the Assistant Secretary for Insular Areas

P|202.208.6974 B|202.525.0521

From: Kraft, Faride A**Sent:** Tuesday, September 25, 2012 10:11 AM**To:** Feng, Jennifer**Cc:** Leizear, Charlene A**Subject:** RE: Language for Response Letter RE: Act 7386 - Fifth Revision Convention

Wow. Not only did they spell his name wrong, they also messed up his title...twice.

Suggested language on the attached. Feel free to of course tweak as you see fit for better flow.

Faride

From: Feng, Jennifer
Sent: Tuesday, September 25, 2012 9:28 AM
To: Kraft, Faride A
Subject: Language for Response Letter RE: Act 7386 - Fifth Revision Convention

Hi Faride,

Tony asked that I refer to you for some input on our response letter for the attached letter regarding the Fifth Revision Convention. He would like to thank the Legislature for their letter, inform them that we are awaiting the request from the Governor's Office (that should include a full budget breakdown), but would like to make clear that we are not fully committing to any or partial funding at this time.

A link to Act 7386 is also included:

<http://www.legvi.org/vilegsearch/ShowPDF.aspx?num=7386&type=Act>

Thanks for your help on this!

Jenn

Jennifer WeiHao Feng

USVI Desk Officer, Office of Insular Affairs





Special Assistant, Office of the Assistant Secretary for Insular Areas
U.S. Department of the Interior
1849 C St NW | MS 2429 | Washington D.C. 20240
P|202.208.6974 BB|202.525.0521

—
Jennifer WeiHao Feng
Grant Manager, Office of Insular Affairs
U.S. Department of the Interior

1849 C St NW, MS 2429
Washington DC 20240
Tel: 202.208.6974
iPhone: 202.285.8293

—
Basil C. Ottley, Jr.
Policy Director
Office of Insular Affairs
Department of the Interior
1849 C Street, NW MS 2429
Washington, DC 20240
Phone: 202-208-5655
Fax: 202-208-7585

4 attachments

-  **09-21-2012 Fifth Revision Convention Assistance Request from VI Legislature FK Edits.docx**
15K
-  **FY12 TAP Grants Gov Application Instructions REVISED March 2012 - FINAL VERSION.pdf**
65K
-  **Act 7386—5thRC—Anthony Babuta.pdf**
277K
-  **09-21-2012 Fifth Revision Convention Assistance Request from VI Legislature.docx**
14K

September 21, 2012

The Honorable Ronald E. Russell
President
29th Legislature of the Virgin Islands
Capitol Building-Old Barracks Yard
P.O. Box 1690
St. Thomas, VI 00804

Dear President Russell:

Thank you for your September 20, 2012 letter informing me of the recent action taken by the Legislature of the U.S. Virgin Islands. I also acknowledge your request to provide funding to establish the Fifth Revision Convention to assist in the revision of the Fifth Constitutional Convention draft to be resubmitted to the Governor of the Virgin Islands and the President of the United States, in compliance with the provisions of Senate Joint Resolution 33 and the remaining relevant provisions of Act 6688. I commend both Governor John P. de Jongh and the U.S. Virgin Islands Legislature for your combined leadership in moving this issue forward.

This effort appears most suited for funding consideration under the Office of Insular Affairs's Technical Assistance Program (TAP). As you noted, a request for funding should be made by the Executive Branch and must include a budget detailing the anticipated expenditures among other requirements further detailed in the enclosed TAP application instructions. TAP funding requests must be submitted through Grants.Gov in order to receive consideration. Please note that all available fiscal year 2012 TAP resources have been expended to date so any application submitted will not receive consideration until sufficient resources are made available in fiscal year 2013.

I look forward to working closely with you on this matter.

Sincerely,

Anthony M. Babauta
Assistant Secretary
for Insular Areas

Enclosure

cc: Honorable John P. deJongh Jr. Governor, USVI
Honorable Dr. Donna M. Christensen, Delegate to Congress, USVI
Gerard "Luz" James II, President, Fifth Constitutional Convention



U.S. Department of the Interior
OFFICE OF INSULAR AFFAIRS

TECHNICAL ASSISTANCE PROGRAM (TAP)
Catalog of Federal Domestic Assistance (CFDA) Number: 15.875

FISCAL YEAR 2012 APPLICATION INSTRUCTIONS

I. Program Description

The Office of Insular Affairs' is requesting proposals for its Technical Assistance Program (TAP) which provides grant funding for short-term projects intended to meet the immediate needs of the insular areas. Funding priorities include, but are not limited to, projects that foster the development of the insular areas in the following categories:

- *accountability; financial management (including tax collection improvements); economic development; training/education; energy; management control initiatives, safety, emergency, historical & cultural preservation, and health initiatives.*

Generally, TAP grants are not awarded to supplant local funding of routine operating expenses of an insular government or organization or to be used for large construction projects. Routine operating expenses include the purchase of office supplies and equipment upgrades, such as new computers, that are not necessitated as part of a broader project, such as the installation of new financial management software. Technical assistance grants do not fund the salaries of local government employees, but may be utilized to provide temporary short term expertise.

II. Award Information

Due to funding limitations, preference is given to proposals that foster the development of the insular areas in the following categories: accountability, financial management (including tax collection improvements, economic development, training/education, energy, management control initiatives, safety, emergency, historical and cultural preservation and health initiatives. The period of performance for the majority of projects funded under this program is twelve to eighteen months. Project proposals must be designed accordingly. Past and present recipients of awards under this program are eligible but must submit new proposals to compete for funding each year unless multi-year funding has been awarded.

III. Eligible Applicants

Eligible applicants are the four U.S. territories of Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands; the three Freely Associated States of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau; and any non-profit organizations whose mission directly benefit the seven insular areas.

IV. Application Information

TAP Applications must be submitted via grants.gov.

Submission Deadline: The submission deadline is September 30, 2012.

Decision: You will be notified of decisions on your applications via email once a decision is reached.

Application Preparation: Applications should be prepared and submitted by the recipient entity. Applications submitted and prepared by a third party, such as a contractor who may benefit from the grant, are not generally allowable. Please note that grant recipients must follow the applicable procurement procedures contained in 43 CFR 12 when procuring services and goods under OIA grants.

Application Format: Your proposal should include the following elements in order to receive full consideration:

- A. Signed and Dated Cover Page:** The cover letter should briefly summarize the application and be signed by an Authorized Representative of the applicant organization. Cover letters should be addressed to the Assistant Secretary for Insular Areas:

The Honorable Anthony Marion Babauta
Assistant Secretary of the Interior for Insular Areas
U.S. Department of the Interior
1849 C Street, N.W.
Mail-Stop 2429
Washington, D.C. 20240

- B. Project Narrative:** The project narrative must include the following elements:

- 1. Detailed Project Description(s):** Describe the project(s) being proposed, in detail.
- 2. Detailed Project Budget(s):** Provide detailed budget information for the proposed project(s). A budget breakout chart, by category, is suggested. Please make sure to explain categories that are not self-explanatory, such as "OTHER", in full.
- 3. Detailed Project Timeline(s):** Provide a detailed project timeline for completion of each proposed project.

4. Statement of Need: Describe, in detail, why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work. For example, if the proposed project assists with resolving a government's audit findings; detailed information about the audit, the resulting finding, and how this project will assist in resolving that finding, should be included in the project narrative.

5. Project Goals and Objectives: State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).

6. Priority Listing for Multiple Projects: If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. An example is provided below:

SUMMARY PRIORITY PROJECTS

<i><u>Priority Project (list in priority order)</u></i>	<i><u>Requested Amount</u></i>
1. <i>Priority 1 - Project [Name]</i>	<i>\$</i>
2. <i>Priority 2 - Project [Name]</i>	<i>\$</i>
3. <i>Priority 3 - Project [Name]</i>	<i>\$</i>
<i>Total Technical Assistance Request for Fiscal Year 2012</i>	<i>\$</i>

7. Project Manager: Please provide name and contact information for the project manager for this application. Please include mailing address, phone number, fax number and email address.

8. First Time Applicants: Please ensure that the following questions are answered on your application if you are a first applicant for OIA grant funding:

- a) Does your organization have independent financial capabilities?
- b) Has your organization received and managed federal grant funding before?
- c) Does your organization undergo an annual audit?
- d) Has your organization ever completed a single audit?
- e) Is your organization a 501(c)(3) nonprofit? If so, please submit supporting documentation of your 501(c)(3) status.

C. Required SF-424 Application for Federal Assistance Forms

Applicants must complete and submit the appropriate SF-424 forms when applying for OIA grants. In addition to the core SF-424 Application for Federal Assistance form, applicants must complete two additional forms; either the SF-424A Budget Information – Non Construction Programs or the SF-424C Budget Information – Construction Program, as appropriate to the proposed project(s), as well as the SF-424B Assurances – Non-Construction Programs or the SF-424D Assurances – Construction Programs, as appropriate to the proposed project(s).

In total, three SF-424 forms must be submitted as part of the application. The SF-424 forms can be found on the OIA website: www.doi.gov/oia, as well as on the Grants.gov website: http://www.grants.gov/agencies/aapproved_standard_forms.jsp

D. Application Restrictions

Applications should not include requests to fund force accounts or indirect costs:

Force Accounts: A force account refers to a grantee's own (existing) personnel being charged to the grant. OIA is opposed to funding force accounts with its grants, however, outside expertise and consultant services will be considered if detailed in the project narrative and budget.

Indirect Costs: Indirect costs are defined as costs which are a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted. OIA does not generally allow its grantees to charge indirect costs to its grants and as a result has not established indirect cost rates with the insular areas. Costs associated with the administration of OIA grant projects and programs are to be charged against the grant funds only as approved in the project budget.

V. Reporting

Standard reporting requirements are:

- A SF-425 Federal Financial Report and a narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30, and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period. Final reports are due 90 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Grant Terms and Conditions section of the award. Additional requirements are assigned on a case by case basis and may be found in the Grant Terms and Conditions section of the award.

VI. Agency Contacts

Charlene Leizear	charlene_leizear@ios.doi.gov	(202) 208-3239
Faride Kraft	faride_kraft@ios.doi.gov	(202) 219-1335
Merriam Porter	merriam_porter@ios.doi.gov	(202) 219-0413
Mary Baltimore	mary_baltimore@ios.doi.gov	(202) 208-3242
Hailey McCoy	hailey_mccoy@ios.doi.gov	(202) 513-7746

Technical Assistance Division
DOI - Office of Insular Affairs
1849 C St., N.W.
MS-2429
Washington, D.C. 20240
General Line: (202) 208-4707
Fax: (202) 208-7585



Ronald E. Russell, Esq.
President
29th Legislature

Legislature of the Virgin Islands

No.1 Lagoon Street Complex, Frederiksted, VI 00840
Capitol Building-Old Barracks Yard
P.O. Box 1690, St. Thomas, VI 00804-1690



TEL: (340) 712-2300
FAX: (340) 712-2242
STT: (340) 693-3608

Office of the Senate President

September 20, 2012

Honorable Anthony M. Babuta
Assistant Secretary for Insular Affairs
U.S. Department of Interior
1849 C Street, N.W.
Washington, DC 20240

Re: Act 7386— Fifth Revision Convention

Dear Undersecretary Babuta:

Attached is a copy of the legislation adopted by the Virgin Islands to facilitate the completion of the draft Constitution prepared by the Fifth Constitutional Convention. As you know, this draft was returned for revisions and there was no enabling legislation to allow the process to move forward.

The law provides for the establishment of the Fifth Revision Convention and gives the body the authority to move forward in revising the draft Constitution. I write to request your assistance in providing the funding to the complete this process. As I understand, any monies made available through the Department of Interior will be distributed through the Executive Branch.

I thank you for your prompt attention to this matter and I look forward to your favorable reply.

Best regards,

Ronald E. Russell, Esq.

Attachment

cc: Honorable John P. de Jongh Jr., Governor, USVI
Honorable Dr. Donna M. Christensen, Delegate to Congress, USVI
Basil Ottley Jr., USVI Field Officer, Insular Affairs, U.S. Department of Interior
Gerard "Luz" James II, President, Fifth Constitutional Convention

Chair:
Committee
of the Whole

Member:
Committee on Rules
and the Judiciary

Committee on
Government
Operations, Energy &
Veterans' Affairs

Committee on Public
Safety, Homeland
Security
& Justice

Committee on Planning
& Environmental
Protection

September 21, 2012

The Honorable Ronald E. Russell
President
29th Legislature of the Virgin Islands
Capitol Building-Old Barracks Yard
P.O. Box 1690
St. Thomas, VI 00804

Dear President Russell:

Thank you for your September 20, 2012 letter informing me of the recent action taken by the Legislature of the U.S. Virgin Islands. I also acknowledge your request to provide funding to establish the Fifth Revision Convention to assist in the revision of the Fifth Constitutional Convention draft to be resubmitted to the Governor of the Virgin Islands and the President of the United States, in compliance with the provisions of Senate Joint Resolution 33 and the remaining relevant provisions of Act 6688

I commend both Governor John P. deJongh and the U.S. Virgin Islands Legislature for your combined leadership in moving this issue forward. As you noted, a request for funding should be made by the Executive Branch, which should include a budget detailing the anticipated expenditures.

I look forward to working closely with you on this matter.

Sincerely,

Anthony M. Babauta
Assistant Secretary
for Insular Areas

cc: Honorable John P. deJongh Jr. Governor, USVI
Honorable Dr. Donna M. Christensen, Delegate to Congress, USVI
Gerard "Luz" James II, President, Fifth Constitutional Convention



OS, OS FOIA <osfoia@ios.doi.gov>

Fwd: Letter to Anthony Babauta regarding Act. 7386

Ottley, Basil <basil_ottley@ios.doi.gov>

Thu, Jun 23, 2016 at 11:49 AM

To: OS FOIA OS <osfoia@ios.doi.gov>

Cc: Nikolao Pula <nikolao_pula@ios.doi.gov>, Shirley Lewis <shirley_lewis@ios.doi.gov>

Email Search Request - OS-2016-00328

—— Forwarded message ——

From: Feng, Jennifer <jennifer_feng@ios.doi.gov>

Date: Wed, Jun 15, 2016 at 2:31 PM

Subject: Fwd: Letter to Anthony Babauta regarding Act. 7386

To: Charlene Leizear <charlene_leizear@ios.doi.gov>, Basil Ottley <basil_ottley@ios.doi.gov>

—— Forwarded message ——

From: Feng, Jennifer <Jennifer_Feng@ios.doi.gov>

Date: Wed, Sep 26, 2012 at 3:06 PM

Subject: RE: Letter to Anthony Babauta regarding Act. 7386

To: roneruss@gmail.com

Cc: "Fink, Wendy" <Wendy_R_Fink@ios.doi.gov>, "Ottley, Basil" <Basil_Ottley@ios.doi.gov>, "Babauta, Tony" <Tony_Babauta@ios.doi.gov>, (b)(6) - Gerrard James, John Dejongh <john.dejongh@go.vi.gov>, Donna Christensen <DMCGV100@mail.house.gov>

Good afternoon President Russell,

Please find attached OIA's response to your letter regarding the Act 7386 and the establishment of the Fifth Revision Convention. A hard copy for your records has been mailed to your office.

Best regards,

Jennifer WeiHao Feng

USVI Desk Officer, Office of Insular Affairs

Special Assistant, Office of the Assistant Secretary for Insular Areas

P|202.208.6974 BB|202.525.0521

From: ronald russell [mailto:roneruss@gmail.com]
Sent: Thursday, September 20, 2012 5:08 PM**To:** Babauta, Tony

Cc: John P. deJongh Jr.; Donna Christiansen; Basil Ottley; **b(6) - Gerrard James**
Subject: Letter to Anthony Babuta regarding Act. 7386

Good afternoon,

Please see my letter regarding Act 7386 and the establishment of the Fifth Revision Convention attached.

Take care and God bless.

—

Ronald E. Russell, Esq.
The Russell Law Firm, LLP
P.O. Box 3259
Kingshill, VI 00801
Fax: 340-772-0376
Cell: 340-642-3319
Email: roneruss@gmail.com

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—

Jennifer WeiHao Feng
Grant Manager, Office of Insular Affairs
U.S. Department of the Interior
1849 C St NW, MS 2429
Washington DC 20240
Tel: 202.208.6974
iPhone: 202.285.8293

—

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Policy Director
Office of Insular Affairs
Department of the Interior
1849 C Street, NW MS 2429
Washington, DC 20240
Phone: 202-208-5655
Fax: 202-208-7585



09-26-2012 Fifth Revision Convention Assistance Request from VI Legislature.pdf
1260K



United States Department of the Interior

OFFICE OF INSULAR AFFAIRS
1849 C Street, NW
Washington, DC 20240

Assistant Secretary

September 26, 2012

The Honorable Ronald E. Russell
President
29th Legislature of the Virgin Islands
Capitol Building-Old Barracks Yard
P.O. Box 1690
St. Thomas, VI 00804

Dear President Russell:

Thank you for your September 20, 2012 letter informing me of the recent action taken by the Legislature of the U.S. Virgin Islands. I also acknowledge your request to provide funding to establish the Fifth Revision Convention to assist in the revision of the Fifth Constitutional Convention draft to be resubmitted to the Governor of the U.S. Virgin Islands and the President of the United States, in compliance with the provisions of Senate Joint Resolution 33 and the remaining relevant provisions of Act 6688. I commend both Governor John P. de Jongh and the U.S. Virgin Islands Legislature for your combined leadership in moving this issue forward.

As you noted, a request for funding should be made by the Executive Branch and must include a budget detailing the anticipated expenditures among other requirements. For your information, enclosed is an attachment with detailed Technical Assistance Program instructions. TAP funding requests must be submitted through Grants.gov in order to receive consideration. As you know the Federal Government will be operating under a 6-month Continuing Resolution; thus, consideration of all requests is subject to available resources.

I look forward to working closely with you on this matter.

Sincerely,

Anthony M. Babauta
Assistant Secretary
for Insular Areas

cc: Honorable John P. deJongh Jr. Governor, USVI
Honorable Dr. Donna M. Christensen, Delegate to Congress, USVI
Gerard "Luz" James II, President, Fifth Constitutional Convention



U.S. Department of the Interior
OFFICE OF INSULAR AFFAIRS

TECHNICAL ASSISTANCE PROGRAM (TAP)
Catalog of Federal Domestic Assistance (CFDA) Number: 15.875

FISCAL YEAR 2012 APPLICATION INSTRUCTIONS

I. Program Description

The Office of Insular Affairs' is requesting proposals for its Technical Assistance Program (TAP) which provides grant funding for short-term projects intended to meet the immediate needs of the insular areas. Funding priorities include, but are not limited to, projects that foster the development of the insular areas in the following categories:

- *accountability; financial management (including tax collection improvements); economic development; training/education; energy; management control initiatives, safety, emergency, historical & cultural preservation, and health initiatives.*

Generally, TAP grants are not awarded to supplant local funding of routine operating expenses of an insular government or organization or to be used for large construction projects. Routine operating expenses include the purchase of office supplies and equipment upgrades, such as new computers, that are not necessitated as part of a broader project, such as the installation of new financial management software. Technical assistance grants do not fund the salaries of local government employees, but may be utilized to provide temporary short term expertise.

II. Award Information

Due to funding limitations, preference is given to proposals that foster the development of the insular areas in the following categories: accountability, financial management (including tax collection improvements, economic development, training/education, energy, management control initiatives, safety, emergency, historical and cultural preservation and health initiatives. The period of performance for the majority of projects funded under this program is twelve to eighteen months. Project proposals must be designed accordingly. Past and present recipients of awards under this program are eligible but must submit new proposals to compete for funding each year unless multi-year funding has been awarded.

III. Eligible Applicants

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Application Preparation: Applications should be prepared and submitted by the recipient entity. Applications submitted and prepared by a third party, such as a contractor who may benefit from the grant, are not generally allowable. Please note that grant recipients must follow the applicable procurement procedures contained in 43 CFR 12 when procuring services and goods under OIA grants.

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- A. Signed and Dated Cover Page:** The cover letter should briefly summarize the application and be signed by an Authorized Representative of the applicant organization. Cover letters should be addressed to the Assistant Secretary for Insular Areas:

The Honorable Anthony Marion Babauta
Assistant Secretary of the Interior for Insular Areas
U.S. Department of the Interior
1849 C Street, N.W.
Mail-Stop 2429
Washington, D.C. 20240

- B. Project Narrative:** The project narrative must include the following elements:

- 1. Detailed Project Description(s):** Describe the project(s) being proposed, in detail.
- 2. Detailed Project Budget(s):** Provide detailed budget information for the proposed project(s). A budget breakout chart, by category, is suggested. Please make sure to explain categories that are not self-explanatory, such as "OTHER", in full.
- 3. Detailed Project Timeline(s):** Provide a detailed project timeline for completion of each proposed project.

4. Statement of Need: Describe, in detail, why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work. For example, if the proposed project assists with resolving a government's audit findings; detailed information about the audit, the resulting finding, and how this project will assist in resolving that finding, should be included in the project narrative.

5. Project Goals and Objectives: State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).

6. Priority Listing for Multiple Projects: If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. An example is provided below:

SUMMARY PRIORITY PROJECTS

<i><u>Priority Project (list in priority order)</u></i>	<i><u>Requested Amount</u></i>
1. <i>Priority 1 - Project [Name]</i>	\$
2. <i>Priority 2 - Project [Name]</i>	\$
3. <i>Priority 3 - Project [Name]</i>	\$
<i>Total Technical Assistance Request for Fiscal Year 2012</i>	\$

7. Project Manager: Please provide name and contact information for the project manager for this application. Please include mailing address, phone number, fax number and email address.

8. First Time Applicants: Please ensure that the following questions are answered on your application if you are a first applicant for OIA grant funding:

- a) Does your organization have independent financial capabilities?
- b) Has your organization received and managed federal grant funding before?
- c) Does your organization undergo an annual audit?
- d) Has your organization ever completed a single audit?
- e) Is your organization a 501(c)(3) nonprofit? If so, please submit supporting documentation of your 501(c)(3) status.

C. Required SF-424 Application for Federal Assistance Forms

Applicants must complete and submit the appropriate SF-424 forms when applying for OIA grants. In addition to the core SF-424 Application for Federal Assistance form, applicants must complete two additional forms; either the SF-424A Budget Information – Non Construction Programs or the SF-424C Budget Information – Construction Program, as appropriate to the proposed project(s), as well as the SF-424B Assurances – Non-Construction Programs or the SF-424D Assurances – Construction Programs, as appropriate to the proposed project(s).

In total, three SF-424 forms must be submitted as part of the application. The SF-424 forms can be found on the OIA website: www.doi.gov/oia, as well as on the Grants.gov website: http://www.grants.gov/agencies/aapproved_standard_forms.jsp

D. Application Restrictions

Applications should not include requests to fund force accounts or indirect costs:

Force Accounts: A force account refers to a grantee's own (existing) personnel being charged to the grant. OIA is opposed to funding force accounts with its grants, however, outside expertise and consultant services will be considered if detailed in the project narrative and budget.

Indirect Costs: Indirect costs are defined as costs which are a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted. OIA does not generally allow its grantees to charge indirect costs to its grants and as a result has not established indirect cost rates with the insular areas. Costs associated with the administration of OIA grant projects and programs are to be charged against the grant funds only as approved in the project budget.

V. Reporting

Standard reporting requirements are:

- A SF-425 Federal Financial Report and a narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30, and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period. Final reports are due 90 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Grant Terms and Conditions section of the award. Additional requirements are assigned on a case by case basis and may be found in the Grant Terms and Conditions section of the award.

VI. Agency Contacts

Charlene Leizear	charlene_leizear@ios.doi.gov	(202) 208-3239
Faride Kraft	faride_kraft@ios.doi.gov	(202) 219-1335
Merriam Porter	merriam_porter@ios.doi.gov	(202) 219-0413
Mary Baltimore	mary_baltimore@ios.doi.gov	(202) 208-3242
Hailey McCoy	hailey_mccoy@ios.doi.gov	(202) 513-7746

Technical Assistance Division
DOI - Office of Insular Affairs
1849 C St., N.W.
MS-2429
Washington, D.C. 20240
General Line: (202) 208-4707
Fax: (202) 208-7585