

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

A. **AGENCY:** The Office of the Assistant Secretary for Planning and Evaluation (ASPE), HHS.

B. **ACTION:** Announcement of the availability of funds and request for applications for a grant to establish a research initiative on poverty, inequality, self-sufficiency and mobility among Hispanic populations in the US.

C. **Announcement Type.** Initial Announcement

D. **Funding Opportunity Number.** The funding opportunity number for this RFA is **HS-12-001**

E. **Catalog of Federal Domestic Assistance (CFDA) Number.** The CFDA number is 93.239

F. **Dates. The application deadline is August 17, 2012.**

Applications submitted through <http://www.grants.gov> must be received by Grants.gov no later than 11:59:59 pm eastern daylight savings time on the application deadline date. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Hard copy submissions must be legibly postmarked on or before the deadline and received in time for review. Hand delivered submissions must be made between the hours of 8:00am and 5:00pm eastern daylight savings time.

G. Additional Overview Content Information

1. Available Funds. This RFA announces the availability of approximately \$375,000 in FY2012 funds for a research initiative on poverty, inequality, self-sufficiency, and mobility among Hispanic populations in the US.

2. Maximum Award Amount. The maximum amount of the grant award is \$375,000. It is anticipated that one (1) grant award will be made.

3. Eligibility. Eligible applicants for the Hispanic research program is restricted to currently funded ASPE poverty research centers – University of California-Davis, Stanford University and the University of Wisconsin-Madison.

4. Matching Requirement. Applications must meet a threshold requirement of match of at least 10% of the total direct and indirect budget amount.

5. The application package and instructions may be obtained from <http://www.grants.gov> or from www.samhsa.gov

Official Notification of any technical corrections will be posted to Grants.gov.

Notice of Intent to Apply: **July 24, 2012** (not required)

SUMMARY: The U.S. continues to experience changes relating to the economy, demographics, and the social and behavioral functioning of individuals and families and the well-being of children. The manner by which government and others react to or precipitate these changes also is in a state of evolution. A key way that these issues are examined by HHS is by studying the causes and consequences of poverty and inequality as well as policy and program responses to ameliorate poverty and inequality and their impacts on Americans. In order to further these efforts and inform the public, HHS is soliciting applications from its current poverty research centers to establish a twelve (12) month research program focused on poverty, inequality, self-sufficiency and mobility among Hispanic populations in the US. The Assistant Secretary for Planning and Evaluation (ASPE) seeks applicants who demonstrate a national perspective combined with either a regional and/or state research perspective. ASPE expects to fund one (1) Poverty Research Center to carry out this effort for a period of twelve (12) months with total federal funding of \$375,000 (combined direct and indirect funding). There is no intention to fund this program beyond the initial award.

ASPE plans to fund one (1) Poverty Research Center to carry out this program. It is anticipated that the Center receiving this grant award will (1) facilitate an innovative subgrant research program focused on poverty, inequality, self-sufficiency and mobility among Hispanic populations in the US; (2) solicit applications for research projects from a diverse set of investigators with particular outreach to the Hispanic research community and Hispanic serving academic institutions to broaden the network of social scientists engaged in this research area and (3) disseminate information obtained via these projects to a diverse audience of other researchers, policymakers and program officials through workshops, presentations, published papers and innovative use of digital media.

CLOSING DATE: The closing date for submitting applications under this announcement is August 17, 2012. Please email Dr. Donald T. Oellerich at don.oellerich@hhs.gov by Tuesday **July 24, 2012** to inform the government of your intent to submit an application. Include the name of your organization. Providing notice of intent to submit is not a requirement for submitting an application. However, a notice of intent to submit will help the federal government in the planning for the review process and help to ensure the timely award of grants

ADDRESSES: Electronic applications must be submitted through www.grants.gov. The U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Division of Grants Management will be servicing these grants for ASPE. Mailed applications should be submitted to Dr. Don Oellerich, Deputy Chief Economist and Senior Advisor, U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, Hubert H. Humphrey Building, 200 Independence Avenue, SW, Room 405F, Washington, DC 20201. Administrative questions will be accepted and responded to up to fifteen (15) working days prior to the closing date of receipt of applications. You will receive email confirmation to notify you that your application was received within 14 days of the closing date. If you do not receive confirmation within 14 days of the closing date, please contact Dr. Oellerich at the address provided above or e-mail don.oellerich@hhs.gov.

The posted notice through www.grants.gov is the only official program announcement. Any corrections to this announcement will be published on the www.grants.gov website, and on the ASPE website at <http://aspe.hhs.gov/info/funding.shtml>. The applicant bears sole responsibility to assure that the copy downloaded and/or printed from any other source is up-to-date, accurate and complete.

FOR FURTHER INFORMATION CONTACT: Administrative questions should be directed to Eileen Bermudez, Grants Management Specialist, U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Division of Grants Management, phone: (240) 276-1412 Fax: (240) 276-1430 E-Mail: eileen.bermudez@samhsa.hhs.gov. Requests for forms and questions (administrative and technical) will be accepted and responded to up to fifteen (15) working days prior to closing date of receipt of Applications. Technical questions should be directed to Don Oellerich, DHHS, Office of Human Services Policy, Telephone: (202) 690-8410. Questions also may be faxed to (202) 690- 6562. Written technical questions should be addressed to Dr. Oellerich at the Department of Health and Human Services, ASPE/HSP, 200 Independence Avenue, SW, Room 405F, Hubert H. Humphrey Building, Washington, DC 20201. (**Application submissions may not be faxed or e-mailed.**)

SUPPLEMENTARY INFORMATION: This program announcement consists of four parts: Part I: Background--Legislative authority, Eligible Applicants, Project Purpose, Available Funds, Matching Requirements, and Project and Budget Period; Part II: Awardee Goals and Responsibilities for the Hispanic, Rights to Data; Part III: The Application--General Information, Application Development, Application Submission, Disposition of Applications, Catalog of Federal Domestic Assistance (CFDA) Number, and Components of a Complete Application; and Part IV: The Review Process-- Initial Screening, Competitive Review, Evaluation Criteria, Intergovernmental Review, Administrative and National Policy Requirements.

Part I. Background

A. Legislative Authority

This grant program is authorized by Section 1110 of the Social Security Act (42 U.S.C. 1310) and awards will be made from funds appropriated under Public Law No. 75-12-0120.

B. Eligible Applicants

Eligible applicants for the Hispanic poverty, inequality and mobility research program is limited to the three poverty centers currently funded by ASPE – located at the University of California-Davis, Stanford University and the University of Wisconsin-Madison.

C. Project Purpose

HHS has had a long history of supporting research and evaluation of important and emerging social policy issues associated with the nature, causes, correlates, and effects of income dynamics, poverty, inequality, individual and family functioning and child well-being. The Administration for Children and Families (ACF) within the Department of Health and Human Services (HHS) is responsible for federal programs that promote the economic and social well-being of families, children, individuals, and communities. As part of its mission, ACF seeks to serve historically underrepresented populations, including Hispanics. In order to understand how to better serve low-income Hispanics, ACF is committed to promoting research about family self-sufficiency and wellbeing among this population.

This award will enable a currently funded poverty research center to expand its current sub-grants program to provide a focused research agenda on issues of poverty, inequality, self-sufficiency and mobility among Hispanic populations in the US; bring together scholars and emerging scholars with program and policymakers and disseminate important findings. Central to the mission of the poverty research center program is capacity building - supporting faculty research and faculty training; supporting and mentoring students in poverty and low-income policy related careers and reaching out to scholars unlikely to participate extensively in HHS programs to support the Nation's poverty research effort.

We expect the center funded under this announcement to provide leadership through innovative research, policy evaluation, and mentoring to increase our knowledge of issues related to Hispanic poverty, inequality and mobility and the role of safety programs in enhancing or impeding the success of Hispanic households, families and individuals.

The selected applicant will be expected to carry out a program that continues a strong scholarly tradition and concern for poverty and inequality. Possible topics to explore include, but are limited to, research on inequality in opportunity and/or outcomes for wages, earnings, income, education, housing, wealth, incarceration, employment, access to financial/credit markets, the role of taxes and transfers in enhancing or impeding mobility, barriers to and promising strategies to improve access to available services including income and work supports and human capital/workforce development, the role of family and extended social networks in mobility and intergenerational mobility.

D. Available Funds

The Assistant Secretary has available a total of \$375,000 for this 12 month award for the poverty research center. ASPE anticipates providing one (1) award. The Assistant Secretary for Planning and Evaluation may make no awards, multiple awards or lesser or greater award(s) under this announcement.

E. Matching Requirements

Applications must meet a threshold requirement of match of at least 10% of the total direct and indirect budget amount. If completion of the proposed project activity is contingent upon approval of funding from other sources, the relationship between the funds being sought elsewhere and from ASPE should be discussed in the budget information submitted as a part of the budget narrative; the contribution that ASPE funds will make to the Center and the corresponding match should be clearly presented.

F. Project and Budget Period

ASPE expects to fund the Poverty Research Center's Hispanic research initiative for a period of 12 months. ASPE federal funding for the Poverty Research Center will be up to \$375,000 (combined direct and indirect funding). Pre Award costs are not allowable unless the grantee requests and receives prior approval from the Grants Management Officer, SAMHSA.

The award pursuant to this announcement will be made on or about September 30, 2012.

Part II--Responsibilities in the Establishment of a Research Program on Hispanic poverty, inequality and mobility

A. Awardee Responsibilities for the Program

The purpose of the research program on poverty, inequality, self-sufficiency and mobility among Hispanic populations in the US is to support a sub-grant program of inter-disciplinary research leading to an understanding and reduction of poverty, income inequality and its correlates. The Poverty Research Center selected for this program is expected to continue the mission of ASPE's centers with the goal of improving our knowledge of the causes and consequences of poverty, inequality, self-sufficiency and mobility and their impacts on the well-being of individuals, families and children for the nation's diverse Hispanic populations. The awardee is expected to provide intellectual leadership in this effort.

The awardee will have the primary and lead responsibility to define objectives and approaches, and to plan research, conduct studies, analyze data, organize workshops and to publish results, interpretations, and conclusions of its work.

As part of the goals and responsibilities the awardee will perform the following specific tasks:

1. Research Program

The Poverty Research Center will be expected to plan, initiate and maintain a research sub-grant program of high caliber that blends national and regional and/or state issues as they relate to poverty, inequality, self-sufficiency and mobility for our nation's Hispanic populations. The resulting research program should include an appropriately balanced agenda of quantitative and qualitative field work, and primary and secondary analyses. The awardee will have primary

responsibility in soliciting, reviewing and selecting research proposals for subawards. These subawards should reflect the purpose of the program and promote the development of knowledge by a diverse set of investigators including senior faculty who agree to include junior faculty and/or students as part of their effort, recent Ph.D. graduates or Ph.D. candidates who have completed all coursework and who are mentored by established researchers.

2. Expanding the Network of Researchers including Training and Mentoring Emerging Scholars

The awardee is expected to develop a plan to encourage, recruit and support outside poverty researchers from institutions that do not have the capacity to maintain a program of poverty research. It is important that applicants demonstrate clear plans to reach out to researchers at universities that traditionally have not had the capacity to foster a program of poverty research and the training of poverty researchers. A plan to reach out to the Hispanic research community and Hispanic Serving Institutions (HSI) should be included. The research program should include a component to ensure the success of the sub awardees.

3. Dissemination

Planning and execution of the research program shall always consider the policy implications of research findings in a non-partisan manner. The research and its dissemination shall be of value to all levels of policy making—federal, state, and local government—as well as program officials and the research community at large. Making knowledge and information available to interested parties is to be another integral feature of the Poverty Research Center's responsibilities. The awardee will be expected to develop and maintain a system to disseminate the results of funded studies through electronic media, innovative use of web based technologies, meetings and workshops. Applications should show sensitivity to the different dissemination strategies which may be appropriate for different audiences.

B. ASPE Responsibilities

ASPE in collaboration with ACF will (1) provide input into the reviews of research proposals deemed acceptable for funding by the Center; (2) provide to the Center statements of research priorities of the Department; (3) review reports and papers to ensure award conditions are being met and (4) review activities of the program to avoid duplication of research efforts.

C. Rights to Data

The awardee will retain custody of and have primary rights to any data developed under this award, subject to government rights to access consistent with current HHS regulations. The awardee should make reasonable efforts, however, to provide other researchers appropriate and speedy access to research data from this project and establish public use files of research data developed under this award as appropriate.

Part III. The Application

A. General Information

This part contains information on the preparation of an application for submission under this announcement and the forms necessary for submission. Potential applicants should read this part carefully in conjunction with the information provided in Part II. In general, ASPE seeks an organization which can demonstrate the ability to provide quality research, outreach to underrepresented scholars, conducting workshops, conferences and other means of informing researchers and public and program officials. Applicants for funding should reflect, in the program narrative section of the application, how they will be able to fulfill the responsibilities and requirements described in the announcement. Applications which do not address all major tasks discussed in Awardee Responsibilities in Part II (research program, outreach to underrepresented scholars, dissemination) will not be considered for award.

In order to be considered for an award under this funding opportunity announcement, an application must be submitted on the forms supplied and in the manner prescribed by ASPE and its grants management office, SAMHSA. Application materials including forms and instructions are available for download through www.grants.gov or www.samhsa.gov. For a listing of required forms see Part III Section F. Inquiries may be directed to Eileen Bermudez, Grants Management Specialist, U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Division of Grants Management, phone: (240) 276-1412 Fax: (240) 276-1430 E-Mail: eileen.bermudez@samhsa.hhs.gov. Application packages submitted by mail or hand delivered must include an original and two copies of the complete application. All pages of the narrative must be sequentially numbered and unbound.

Applications must be submitted/received in the following format:

1. 12 point font size
2. Double line spacing (except for appendices)
3. 1 inch top, bottom, left, and right margins
4. Page limit of 20 pages for the narrative section (**Section 7 - a. through e.** - excluding appendices)

Applications that are not received in the format described above and/or exceeding the page limit will not be reviewed. Applicants are requested to be concise. Applicants are encouraged not to attach or include bound reports or other documents.

B. Application Development

The Poverty Research Center will provide a leadership role in furthering our understanding of poverty, inequality and mobility and their implications for individuals, families and children. The poverty center will provide the organizational infrastructure to provide leadership in shaping

a national and regional and/or state agenda for the Hispanic research initiative and provide the necessary supports for basic and applied research, reaching out and supporting the broader research community, mentoring emerging scholars, dissemination of findings and securing additional financial support. The Center's plan should set out a concrete plan for addressing the purposes of this program of research.

The application shall address the following:

(1) Program Plan

The applicant shall propose a 12 month plan of activities to successfully carryout the sub-grant program of research and related activities. The plan should demonstrate the applicant's grasp of the policy, program and research significance of past research and analyses of poverty, inequality, self-sufficiency and mobility of diverse Hispanic populations that may be built upon to develop future studies. The plan should describe how the awardee will implement its sub-award program to support needed research and further develop research capacity. The applicant should describe approaches to solicit applications to ensure opportunities for underrepresented groups and methods to review and select proposals for sub-awards.

(2) Engaging Researchers and Training and Mentoring Emerging Scholars

The proposal should describe methods to attract experienced and emerging researchers to work on issues related to poverty, inequality, self-sufficiency and mobility among Hispanic populations in the US. The proposal should present a training and mentoring plan for emerging scholars to ensure the successful completion of sub-grants to new and emerging scholars. The program shall demonstrate a plan to attract a diversified pool of talented researchers into careers focused on the issues of poverty, inequality, self-sufficiency and mobility for Hispanic populations.

In addition, the discussion should include the expected number and types of scholars and emerging scholars to be supported, the level of support and any special activities targeted to emerging scholars to ensure their success.

(3) Staff and Organizational Plan

The application must include a staffing and organizational proposal to support the Hispanic research sub-grant program, including an analysis of the types of background needed among staff members. The applicant shall identify the Director(s) (or principal investigator(s)) and key senior research staff. Brief resumes or curriculum vitae of proposed staff members shall be included as a separate appendix to the application. The time commitment to this effort and other existing commitments for each proposed staff member shall be clearly indicated in chart form.

If the applicant envisions an arrangement among two or more colleges, universities or institutions, this section will describe the specifics about the relationships, including leadership, management and administration. The applicant should pay particular attention to discussing how a focal point for this effort will be maintained given the arrangement proposed.

(4) Dissemination Strategy

The application should include a detailed description of the approach to dissemination and modes of communicating with a broad audience of academics, policymakers, and practitioners - including, for example, convening conferences and/or workshops, presentations at existing conferences/workshops such as ACF's annual "Welfare Research and Evaluation Conference", newsletters, electronic media and communication. The dissemination strategy should be detailed and demonstrates an understanding of the target groups' needs, creatively use existing and emerging web-based technologies.

(5) Budget Narrative

The application's budget summary narrative must link the core management functions, research, mentoring, and dissemination program to the Hispanic sub-grant funding level. This section should discuss how the budget supports proposed research, training, and dissemination activities. The discussion should include the appropriateness of the level and distribution of funds to the successful completion of the research, training, and dissemination plans. This section shall include a discussion of the availability, potential availability or prospects for other funds (from the host university, other universities, foundations, states, other federal agencies, etc.) and the uses to which they would be put in supporting this program of research.

C. Application Submission

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, www.grants.gov. A D-U-N-S number is required for every applicant and sub-applicant for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

You may submit your application to us in either electronic format or hard copy (paper). Emailed or faxed applications will NOT be accepted. To submit an application electronically, please use the <http://www.grants.gov> website.

1. ELECTRONIC SUBMISSION

a. Electronic submission is voluntary, but strongly encouraged. You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.

We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov. We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail or other means. (NO E-MAIL OR FAX APPLICATIONS WILL BE ACCEPTED.)

b. Electronic applications will be accepted until 11:59 PM Eastern Daylight Savings Time of the closing date - electronic applications received after this time will be classified as late.

c. Deadline. The closing (deadline) date for submission of applications is **August 17, 2012**.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ASPE will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.** Additional information on the Central Contractor Registration (CCR) is available at <https://www.bpn.gov/ccr/default.aspx>

The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.

You may submit all documents electronically, including all information requested in the application package listed below.

Your application must comply with the 20 page limitation requirements described in this program announcement.

After you electronically submit your application, you will receive an automatic acknowledgment from Grants.gov that contains a Grants.gov tracking number. ASPE will retrieve your application from Grants.gov.

You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.

If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.

Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.

d. When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in Section C.1 b and c under **Electronic Submission**.

Applications transmitted by e-mail or fax will not be accepted regardless of date or time of submission or receipt.

2. HARD COPY SUBMISSION

You must be registered in the Central Contractor Registration (CCR) prior to submitting an application and maintain an active CCR registration during the grant funding period. **REMINDER: CCR registration expires each year and must be updated annually.** Additional information on the Central Contractor Registration (CCR) is available at <https://www.bpn.gov/ccr/default.aspx>

a. Mailed applications postmarked after the closing date will be classified as late.

b. Deadline. The closing (deadline) date for submission of applications is August 17, 2012. Mailed applications shall be considered as meeting the announced deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ASPE in time for the independent review. Hard copy applications should be sent to: Dr. Don Oellerich, Deputy Chief Economist and Senior Advisor, U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, Hubert H. Humphrey Building, 200 Independence Avenue, SW, Room 405F, Washington, DC 20201. Additional contact information is as follows: phone: (202) 690-8410, Fax: (202) 690-6562, email: Don.Oellerich@hhs.gov.

Applicants must ensure that a legibly dated, machine produced postmark of a commercial mail

service is affixed to the envelope/package containing the application. To be acceptable as proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Private metered postmarks shall not be acceptable as proof of timely mailing. (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

Applications hand-carried by applicants, applicant couriers, or by other representatives of the applicant shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m. Eastern Daylight Savings Time, at the U.S. Department of Health and Human Services, in the office of Dr. Don Oellerich, Deputy Chief Economist and Senior Advisor, U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, Hubert H. Humphrey Building, 200 Independence Avenue, SW, Room 405F, Washington, DC 20201. (Applicants are cautioned that courier/express/overnight mail services do not always deliver as agreed.)

Applications transmitted by fax or e-mail will not be accepted regardless of date or time of submission or receipt.

3. Late application

Applications that do not meet the criteria above are considered late applications. ASPE will notify each late applicant that its application will not be considered in the current competition.

4. Extension of deadline

ASPE may extend an application deadline when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of the mail service, or in other rare cases. Determinations to extend or waive deadline requirements rest with Dr. Don Oellerich, ASPE, Department of Health and Human Services.

D. Disposition of Applications

1. Approval, disapproval, or deferral. On the basis of the review of the application, the Assistant Secretary for Planning and Evaluation will either a) approve the application as a whole or in part; b) disapprove the application; or c) defer action on the application for such reasons as lack of funds or a need for further review.

2. Notification of disposition. The Assistant Secretary for Planning and Evaluation will notify the applicants of the disposition of their applications. If approved, a signed notification of the award will be sent via US Postal Service to the business office named in the application.

3. The Assistant Secretary's Discretion. Nothing in this announcement should be construed as to obligate the Assistant Secretary for Planning and Evaluation to make any awards whatsoever.

Awards and the distribution of awards among the priority areas are contingent on the needs of the Department at any point in time and the quality of the applications that are received.

Any other correspondence announcing to the Project Director, etc., that application was selected is not an authorization to begin performance and that such costs incurred before receipt of Notice Of Award are at recipient's risk and may be reimbursed only to extent considered allowable pre-award costs and approved by the grants management officer.

E. The Catalog of Federal Domestic Assistance Number

The Catalog of Federal Domestic Assistance Number is 93.239.

F. Components of a Complete Application

A complete application consists of the following items in this order:

1. Application for Federal Assistance Face Page (Standard Form 424)
2. Budget Information – Non-Construction Programs (Standard Form 424A)
3. Table of Contents
4. Project/Performance Site Location(s) Form
5. Budget Justification for Section B Categories for the first year only – SEE SAMPLE BUDGET appended to the announcement
6. Checklist \
7. Project Narrative Statement, organized in five (5) sections, addressing the following topics:
 - a. Project Plan
 - b. Plan for expanding the network of researchers
 - c. Dissemination Strategy
 - d. Staff and Organizational Plan – Senior/Key Personnel
 - e. Budget Narrative;
8. Any appendices or attachments (not to exceed 25 pages)
9. Proof of Non-Profit Status, if appropriate;
10. Copy of Applicant's Approved Indirect Cost Rate Agreement.

Part IV – The Review Process

A. Initial Screening

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement, (2) the applicant is eligible for funding (see Part I, Section B) and (3) is within the page limit (see Part III, Section A). Note that applications that do not meet all three of the pre-review items (1 - 3) will not be reviewed further and will be

ineligible for funding.

B. Competitive Review

Applications for the research initiative that pass the initial screening will be evaluated and rated by an independent review panel. The panel will use the evaluation criteria listed below in Part IV. C to score each application. The evaluation criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement. These review results will be the primary element used by ASPE in making funding decisions. HHS reserves the option to discuss applications with other federal or state staff, specialists, experts, and the general public. Comments from these sources, along with those of the reviewers, will be kept from inappropriate disclosure and may be considered in making an award decision. Selection of the successful applicant will be based on the technical and financial criteria laid out in this announcement. Reviewers will determine the strengths and weaknesses of each application in terms of the evaluation criteria listed below, provide comments and assign numerical scores--out of a possible 100 points. A summary of all applicant scores and strengths/weaknesses and recommendations will be prepared and submitted to the Assistant Secretary for decisions.

C. Evaluation Criteria

The point value following each criterion heading indicates the maximum numerical relative weight that each section will be given in the review process. An unacceptable rating on any individual criterion may render the application unacceptable. Consequently, applicants should take care to ensure that all criteria are fully addressed in the applications. Applications will be reviewed using the following evaluation criteria. Please be sure to refer to Part III, section B, application development.

(1) Project Plan (30 points)

The applicant demonstrates an understanding of the significant trends and past related research related to poverty, inequality, self-sufficiency and mobility among Hispanic populations in the US. The applicant's plan for initiating a sub-award research program demonstrates a broad based, multi method, multi disciplinary approach to further our understanding of poverty, inequality and mobility in the Hispanic community. The research planning approach demonstrates a commitment to bring a multi-disciplinary approach to understanding poverty, inequality and related priority areas. The plan demonstrates an ability to select projects from a diverse set of disciplines and methods projects that are scientifically sound; are likely to be completed in a timely fashion and likely to add to our understanding. The applicant describes their approach to soliciting proposals from a broad range of both established and emerging scholars in a timely manner. The applicant identifies systems to be employed to review and

select from the proposed studies that reflect the diversity of disciplines and methods. The applicant includes proposed time schedules for all planned activities.

(2) Plan for Expanding the Network of Researchers including Training and Mentoring Emerging Scholars (20 points)

The applicant demonstrates clear efforts to develop and expand a diverse corps of emerging scholars and researchers. The applicant sets clear, attainable goals to expand the diversity of emerging poverty scholars. The applicant demonstrates, through the sub-grant program, efforts to mentor and support students, research assistants, Ph.D. candidates, postdoctoral students, and other research scholars. The applicant demonstrates methods to ensure diversity. The mentoring plan demonstrates an adequate level at which investigators have direct contact with and/or engage with students. The applicant demonstrates efforts to reach both established and emerging scholars at institutions that have not had the capacity to mentor students as poverty researchers. The applicant demonstrates the development and implementation of innovative approaches to facilitate the successful completion of projects and the presentation and publication of findings, especially those of recent Ph.D.s and other emerging scholars.

(3) Dissemination (10 points)

The applicant's approach to dissemination and modes of communicating with a broad audience of academics, policymakers, and practitioners - including, for example, convening conferences and/or workshops, presentations at existing conferences/workshops such as the ACF's annual "Welfare Research and Evaluation Conference", newsletters, electronic media and communication - is detailed and demonstrates an understanding of the target groups' needs, creatively use existing and emerging web-based technologies and demonstrates a high likelihood of success.

(4) Quality of proposed staffing and proposed organization arrangements (25 points)

The applicant's proposed director/principal investigator and staff demonstrate appropriate levels of research experience, demonstrated research skills, administrative skills, public administration experience, and relevant technical expertise to support this Hispanic sub-grant program. Raters may consider references on prior research projects. The applicant demonstrates an adequate level of Director and staff time commitments to the Program. The applicant includes the time commitment of proposed staff. Whether the applicant can maintain a single location for research, teaching, and scholarship is an important consideration. If the applicant proposes a multi-site program or other innovative arrangement the applicant demonstrates that the arrangements can adequately meet the objectives of this solicitation. The applicant demonstrates the nature and extent of the organizational support for research, mentoring scholars, and dissemination in topical areas related to the Center's subaward program. The applicant demonstrates plans to reach out to researchers within the college/university to ensure a multi-

disciplinary effort. Applicant demonstrates plans to reach out to researchers at universities that traditionally have not had the capacity to foster a program of poverty research and the training of poverty researchers. The applicant demonstrates a commitment of the university (and proposed institutional unit that will contain the Center) to support all three major Center activities associated with this sub-grant program: (1) scholarly, policy-relevant research including plans for an intramural/extramural research program; (2) the mentoring and development of emerging scholars interested in poverty, inequality, families, children, and public policy; and (3) dissemination of research and other information to a broad and disparate set of academic, research, and policy communities. The applicant demonstrates successfully carrying out similar efforts to the proposed project.

(5) Adequacy and Appropriateness of Overall Budget and the Allocation of Resources across Administrative, Research and Other Areas (15 points)

The applicant demonstrates that the budget assures an efficient and effective allocation of funds to achieve the objectives of this solicitation.

The application includes a narrative description and justification for proposed budget line items and demonstrates that the project's costs are adequate, reasonable and necessary for the activities or personnel to be supported. The budget and narrative demonstrate a clear relationship to the approach and the budget for the 12 month program. The budget demonstrates an efficient and effective allocation of funds to achieve the objectives of the Center and this solicitation. The budget demonstrates an appropriate allocation of funds to support the capacity building functions of the Center's initiative - research, mentoring and dissemination as well as core administrative functions necessary to carry out the Center's mission. The applicant demonstrates the manner in which funds will be allocated to provide financial support for research including, but not limited to, the level of indirect costs charged by the Center and allowed indirect costs to the institutions of researchers receiving sub-awards.

Protection of Human Subjects Regulations

SAMHSA and ASPE expect that most grantees funded under this announcement will not have to comply with the Protection of Human Subjects Regulations (45 CFR 46), which requires Institutional Review Board (IRB) approval. However, in some instances, the applicant's proposed performance assessment design may meet the regulation's criteria for research involving human subjects. For assistance in determining if your proposed performance assessment meets the criteria in 45 CFR 46, Protection of Human Subjects Regulations, refer to the SAMHSA decision tree on the SAMHSA Web site, under "Applying for a New SAMHSA Grant," <http://www.samhsa.gov/grants/apply.aspx>.

In addition to the elements above, applicants whose projects must comply with the Human Subjects Regulations must fully describe the process for obtaining IRB approval. While IRB

approval is not required at the time of grant award, grantees will be required, as a condition of award, to provide documentation that an Assurance of Compliance is on file with the Office for Human Research Protections (OHRP). IRB approval must be received in these cases prior to enrolling participants in the project. General information about Human Subjects Regulations can be obtained through OHRP 67 at <http://www.hhs.gov/ohrp>, or ohrp@osophs.dhhs.gov, or (240) 453-6900. SAMHSA-specific questions should be directed to the program contact listed in the Summary Section of this announcement.

Part V. Administrative Information

Intergovernmental Review

State Single Point of Contact (Executive Order 12372). The Department of Health and Human Services has determined that this program is not subject to Executive Order No. 12372, Intergovernmental Review of Federal Programs, because it is a program that is national in scope and the only impact on state and local governments would be through subgrants. Applicants are not required to seek intergovernmental review of their applications within the constraints of Executive Order 12372.

Administrative and National Policy Requirements

- If your application is funded, you must comply with all terms and conditions of the grant award. Standard terms and conditions are available on the SAMHSA Web site at <http://www.samhsa.gov/grants/management.aspx>.
- If your application is funded, you must also comply with the administrative requirements outlined in 45 CFR Part 74 or 45 CFR Part 92, as appropriate. For more information see the SAMHSA Web site (<http://www.samhsa.gov/grants/management.aspx>).
- Depending on the nature of the specific funding opportunity and/or your proposed project as identified during review, ASPE and SAMHSA may negotiate additional terms and conditions with you prior to grant award. These may include, for example:
 - Actions required to be in compliance with confidentiality and participant protection/human subjects requirements.
 - Requirements relating to additional data collection and reporting.
 - Requirements relating to participation in a cross-site evaluation.
 - Requirements to address problems identified in review of the application.
 - Revised budget and narrative justification.

- If your application is funded, you will be held accountable for the information provided in the application relating to performance targets and outcomes. ASPE program officials will consider your progress in meeting goals and objectives, as well as your failures and strategies for overcoming them, when making an annual recommendation to continue the grant and the amount of any continuation award. Failure to meet stated goals and objectives may result in suspension or termination of the grant award, or in reduction or withholding of continuation awards.
- Grant funds cannot be used to supplant current funding of existing activities. “Supplant” is defined as replacing funding of a recipient’s existing program with funds from a Federal grant.
- In an effort to improve access to funding opportunities for applicants, SAMHSA is participating in the U.S. Department of Health and Human Services “Survey on Ensuring Equal Opportunity for Applicants.” This survey is included in the application kit for SAMHSA grants and is posted on the SAMHSA Web site at <http://www.samhsa.gov/grants/downloads/SurveyEnsuringEqualOpp.pdf>. You are encouraged to complete the survey and return it, using the instructions provided on the survey form.

Funding limitations/restrictions

Cost principles describing allowable and unallowable expenditures for Federal grantees, including ASPE and SAMHSA grantees, are provided in the following documents, which are available at <http://www.samhsa.gov/grants/management.aspx>:

- Educational Institutions: 2 CFR Part 220 (OMB Circular A-21)
- State, Local and Indian Tribal Governments: 2 CFR Part 225 (OMB Circular A-87)
- Nonprofit Organizations: 2 CFR Part 230 (OMB Circular A-122)
- Hospitals: 45 CFR Part 74, Appendix E

Reporting Requirements

In addition to the data reporting requirements listed, you must comply with the following reporting requirements:

Progress and Financial Reports

- You will be required to submit quarterly, and final progress reports, as well as annual and final financial status reports.

- If your application is funded, ASPE will provide you with guidelines and requirements for these reports at the time of award and at the initial grantee orientation meeting after award. ASPE staff will use the information contained in the reports to determine your progress toward meeting its goals.
- You will be required to comply with the requirements of 2CFR Part 170 -The Transparency Act Sub award and Executive Compensation Reporting Requirements. See <http://www.samhsa.gov/grants/subaward.aspx> for information on implementing this requirement.

Sherry Glied

Assistant Secretary for Planning and Evaluation

Date

Sample Budget and Justification (match required)

THIS IS AN ILLUSTRATION OF A SAMPLE DETAILED BUDGET AND NARRATIVE. WITH GUIDANCE FOR COMPLETING SF 424A: SECTION B FOR THE BUDGET PERIOD.

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Project Director	John Doe	\$64,890	10%	\$6,489
(2) Grant Coordinator	To be selected	\$46,276	100%	\$46,276
(3) Clinical Director	Jane Doe	In-kind cost	20%	\$0
			TOTAL	\$52,765

JUSTIFICATION: Describe the role and responsibilities of each position.

- (1) The Project Director will provide daily oversight of the grant and will be considered key staff.
- (2) The coordinator will coordinate project services and project activities, including training, communication and information dissemination.
- (3) Clinical Director will provide necessary medical direction and guidance to staff for 540 clients served under this project.

Key staff positions require prior approval after review of credentials of resume and job description.

NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Project Director	John Doe	\$64,890	7%	\$4,542

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(2) Prevention Specialist	Sarah Smith	\$26,000	25%	\$6,500
(3) Peer Helper	Ron Jones	\$23,000	40%	\$9,200
(4) Clerical Support	Susan Johnson	\$13.38/hr x 100 hr.		\$1,338
			TOTAL	\$21,580

JUSTIFICATION: Describe the role and responsibilities of each position.

- (1) The Project Director will provide daily oversight of grant and will be considered key staff.
- (2) The Prevention development specialist will provide staffing support to the working council.
- (3) The peer helper will be responsible for peer recruitment, coordination and support.
- (4) The clerical support will process paperwork, payroll, and expense reports which is not included in the indirect cost pool.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A) **\$52,765**

NON-FEDERAL MATCH (enter in Section B column 2 line 6a of form SF424A) **\$21,580**

B. Fringe Benefits: List all components of fringe benefits rate

FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	\$52,765	\$4,037
Workers Compensation	2.5%	\$52,765	\$1,319
Insurance	10.5%	\$52,765	\$5,540
		TOTAL	\$10,896

NON-FEDERAL MATCH

Component	Rate	Wage	Cost
FICA	7.65%	\$21,580	\$1,651
Workers Compensation	2.5%	\$21,580	\$540
Insurance	10.5%	\$21,580	\$2,266
		TOTAL	\$4,457

JUSTIFICATION: Fringe reflects current rate for agency.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF424A) **\$10,896**

NON-FEDERAL MATCH (enter in Section B column 2 line 6b of form SF424A) **\$4,457**

C. Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.

FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
(1) Grantee Conference	Washington, DC	Airfare	\$200/flight x 2 persons	\$400
		Hotel	\$180/night x 2 persons x 2 nights	\$720
		Per Diem (meals and incidentals)	\$46/day x 2 persons x 2 days	\$184
(2) Local travel		Mileage	3,000 miles @ .38/mile	\$1,140
			TOTAL	\$2,444

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

- (1) Two staff (Project Director and Evaluator) to attend mandatory grantee meeting in Washington, DC.
- (2) Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on organization's policies/procedures for privately owned vehicle (POV) reimbursement rate. If policy does not have a rate use GSA.

NON-FEDERAL MATCH

Purpose of Travel	Location	Item	Rate	Cost
(1) Regional Training Conference	Chicago, IL	Airfare	\$150/flight x 2 persons	\$300
		Hotel	\$155/night x 2 persons x 2 nights	\$620
		Per Diem (meals)	\$46/day x 2 persons x 2 days	\$184
(2) Local Travel	Outreach workshops	Mileage	350 miles x .38/mile	\$133
			TOTAL	\$1,237

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

- (1) Grantees will provide funding for two members to attend the regional technical assistance workshop (our closest location is Chicago, IL).
- (2) Local travel rate is based on agency's POV reimbursement rate. If policy does not have a rate use GSA.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A) **\$2,444**

NON-FEDERAL MATCH (enter in Section B column 2 line 6c of form SF424A) **\$1,237**

D. Equipment: an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit – federal definition.

FEDERAL REQUEST – (enter in Section B column 1 line 6d of form SF424A) **\$0**

NON-FEDERAL MATCH – (enter in Section B column 2 line 6d of form SF424A) **\$0**

E. Supplies: materials costing less than \$5,000 per unit and often having one-time use

FEDERAL REQUEST

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600

Item(s)	Rate	Cost
Postage	\$37/mo. x 8 mo.	\$296
Laptop Computer	\$900	\$900
Printer	\$300	\$300
Projector	\$900	\$900
Copies	8000 copies x .10/copy	\$800
	TOTAL	\$3,796

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

- (1) Office supplies, copies and postage are needed for general operation of the project.
- (2) The laptop computer is needed for both project work and presentations.
- (3) The projector is needed for presentations and outreach workshops.

All costs were based on retail values at the time the application was written.

NON-FEDERAL MATCH

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Bookcase	\$75	\$75
Digital camera	\$300	\$300
Fax machine	\$150	\$150
Computer	\$500	\$500
Postage	\$37/mo. x 4 mo	\$148
	TOTAL	\$1,773

JUSTIFICATION: Describe need and include explanation of how costs were estimated.

- (1) The local television station is donating the bookcase, camera, fax machine, and computer (items such as these can only be claimed as match once during the grant cycle and used for the project). The “applying agency” is donating the additional costs for office supplies and postage.

FEDERAL REQUEST – (enter in Section B column 1 line 6e of form SF424A) **\$3,796**

NON-FEDERAL MATCH - (enter in Section B column 2 line 6e of form SF424A) **\$1,773**

F. Contract: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.

COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND NARRATIVE JUSTIFICATION. IF APPLICABLE, NUMBERS OF CLIENTS SHOULD BE INCLUDED IN THE COSTS.

FEDERAL REQUEST

Name	Service	Rate	Other	Cost
(1) State Department of Human Services	Training	\$250/individual x 3 staff	5 days	\$750
(2) Treatment Services	1040 Clients	\$27/client per year		\$28,080

Name	Service	Rate	Other	Cost
(3) Jane Doe (Case Manager)	Treatment Client Services	1FTE @ \$27,000 + Fringe Benefits of \$6,750 = \$33,750	*Travel at 3,124 @ .50 per mile = \$1,562 *Training course \$175 *Supplies @ \$47.54 x 12 months or \$570 *Telephone @ \$60 x 12 months = \$720 *Indirect costs = \$9,390 (negotiated with contractor)	\$46,167
(4) Jane Doe	Evaluator	\$40 per hour x 225 hours	12 month period	\$9,000
(5) To Be Announced	Marketing Coordinator	Annual salary of \$30,000 x 10% level of effort		\$3,000
			TOTAL	\$86,997

JUSTIFICATION: Explain the need for each contractual agreement and how they relate to the overall project.

- (1) Certified trainers are necessary to carry out the purpose of the statewide consumer Network by providing recovery and wellness training, preparing consumer leaders statewide, and educating the public on mental health recovery.
- (2) Treatment services for clients to be served based on organizational history of expenses.
- (3) Case manager is vital to client services related to the program and outcomes.
- (4) Evaluator is provided by an experienced individual (Ph.D. level) with expertise in substance abuse, research and evaluation and is knowledgeable about the target population and will report GPRA data.

(5) Marketing Coordinator will develop a plan to include public education and outreach efforts to engage clients of the community about grantee activities, provision of presentations at public meetings and community events to stakeholders, community civic organizations, churches, agencies, family groups and schools.

*** Represents separate/distinct requested funds by cost category**

FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF424A) **\$86,997**

NON-FEDERAL MATCH (Consultant)

Name	Service	Rate	Other	Cost
Jane Doe	Outreach meeting facilitation	\$43.00/hr. x 20 hrs./month x 12 months		\$10,320
	Travel Expenses	148 miles/month @ .38/mile x 12 months		\$675
			TOTAL	\$11,051

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.

- (1) Facilitator volunteering his/her time to facilitate the youth prevention and outreach sessions outlined in the strategic plan. Hourly rate is based on an average salary of an outreach facilitator in the geographic area.
- (2) Travel is based on average distance between facilitator's location and the meeting site. Mileage rate is based on POV reimbursement rate.

NON-FEDERAL MATCH (Contract)

Entity	Product/Service	Cost
(1) West Bank School District	Student Assistance Program for 50 students @ \$300 per year	\$15,000
	TOTAL	\$15,000

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.

(1) West Bank School District is donating their contracted services to provide drug testing, referral and case management for 50 non-school attending youth. Average cost is \$300/person.

FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF424A) **\$86,997**

NON-FEDERAL MATCH - (enter in Section B column 2 line 6f of form SF424A) **\$26,051**

G. Construction: NOT ALLOWED – Leave Section B columns 1&2 line 6g on SF424A blank.

H. Other: expenses not covered in any of the previous budget categories

FEDERAL REQUEST

Item	Rate	Cost
(1) Rent*	\$15/sq.ft x 700 sq. feet	\$10,500
(2) Telephone	\$100/mo. x 12 mo.	\$1,200
(3) Client Incentives	\$10/client follow up x 278 clients	\$2,780
(4) Brochures	.89/brochure X 1500 brochures	\$1,335
	TOTAL	\$15,815

JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot, etc.). Explain the use of each item requested.

(1) Office space is included in the indirect cost rate agreement; however, if other rental costs for service site(s) are necessary for the project, it may be requested as a direct charge. The rent is calculated by square footage or FTE and reflects SAMHSA's fair share of the space.

***If rent is requested (direct or indirect), provide the name of the owner(s) of the space/facility. If anyone related to the project owns the building which is less than an arms length arrangement, provide cost of ownership/use allowance calculations. Additionally, the lease and floor plan (including common areas) is required for all projects allocating rent costs.**

(2) The monthly telephone costs reflect the % of effort for the personnel listed in this application for the SAMHSA project only.

(3) The \$10 incentive is provided to encourage attendance to meet program goals for 278 client follow-ups.

(4) Brochures will be used at various community functions (health fairs and exhibits).

NON-FEDERAL MATCH

Item	Rate	Cost
(1) Space rental	\$75/event x 12 events/year	\$900
(2) Internet services	\$26/mo. x 12 mo.	\$312
(3) Student surveys	\$1/survey x 1583 surveys	\$1,583
(4) Brochures	.97/brochure x 1500 brochures	\$1,455
	TOTAL	\$4,250

JUSTIFICATION: Breakdown costs into cost/unit: i.e. cost/square foot. Explain the use of each item requested.

(1) Donated space for the various activities outlined in the scope of work, such as teen night out, after-school programs, and parent education classes.

(2) The applying agency is donating the internet services for the full-time coordinator.

(3) The ABC Company is donating the cost of 1,583 for student surveys.

(4) The ABC Company is donating the printing costs for the bi-monthly brochures.

All costs are the value placed on the service at the time of this grant application.

FEDERAL REQUEST – (enter in Section B column 1 line 6h of form SF424A) **\$15,815**

NON-FEDERAL MATCH - (enter in Section B column 2 line 6h of form SF424A) **\$4,250**

Indirect cost rate: Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. For information on applying for the indirect rate go to: <http://www.samhsa.gov> then click on grants – Grants Management – Contact

Information – Important Offices at SAMHSA and DHHS - HHS Division of Cost Allocation – Regional Offices.

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF424A)

8% of personnel and fringe (.08 x \$63,661) **\$5,093**

NON-FEDERAL MATCH (enter in Section B column 2 line 6j of form SF424A)

8% of personnel and fringe(.08 x \$26,037) **\$2,083**

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TOTAL DIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF424A) **\$172,713**

NON-FEDERAL MATCH - (enter in Section B column 2 line 6i of form SF424A)
\$59,348

INDIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6j of form SF424A) **\$5,093**

NON-FEDERAL MATCH – (enter in Section B column 2 line 6j* of form SF424A)
\$2,083

TOTALS: (sum of 6i and 6j)

FEDERAL REQUEST – (enter in Section B column 1 line 6k of form SF424A) **\$177,806**

NON-FEDERAL MATCH-(enter in Section B column 2 line 6k of form SF424A) **\$61,431**

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UNDER THIS SECTION REFLECT OTHER NON-FEDERAL SOURCES OF FUNDING BY DOLLAR AMOUNT AND NAME OF FUNDER e.g., Applicant, State, Local, Other, Program Income, etc.

Provide the total proposed Project Period Federal & Non-Federal funding as follows:

Proposed Project Period

a. Start Date:	09/30/2011	b. End Date:	09/29/2016
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BUDGET SUMMARY (should include future years and projected total)

Category	Federal Request For Year 1	Non-Federal Match for Year 1	Year 2 Federal Request *	Year 2 Non-Federal Match *	Year 3 Federal Request *	Year 3 Non-Federal Match *	Year 4 Federal Request *	Year 4 Non-Federal Match *	Year 5 Federal Request *	Year 5 Non-Federal Match *
Personnel	\$52,765	\$21,580	\$54,348	\$1,338	\$55,978	\$40,000	\$57,658	\$35,000	\$59,387	\$43,000
Fringe	\$10,896	\$4,457	\$11,223	\$275	\$11,558	\$8,260	\$11,906	\$7,228	\$12,263	\$8,880
Travel	\$2,444	\$1,237	\$2,444	\$2,000	\$2,444	\$1,500	\$2,444	\$1,200	\$2,444	\$2,600
Equipment	0	0	0	0	0	0	0	0	0	0
Supplies	\$3,796	\$1,773	\$3,796	\$2,000	\$3,796	\$2,000	\$3,796	\$2,500	\$3,796	\$4,500
Contractual	\$86,997	\$26,051	\$86,997	\$67,000	\$86,997	\$15,000	\$86,997	\$10,000	\$86,997	\$14,500
Other	\$15,815	\$4,250	\$13,752	\$52,387	\$11,629	\$5,786	\$9,440	\$8,976	\$7,187	\$4,000
Total Direct Charges	\$172,713	\$59,348	\$172,560	\$125,000	\$172,403	\$72,546	\$172,241	\$64,904	\$172,074	\$77,480
Indirect Charges	\$5,093	\$2,083	\$5,246	\$129	\$5,403	\$3,861	\$5,565	\$3,378	\$5,732	\$4,150
Total Project Costs	\$177,806	\$61,431	\$177,806	\$125,129	\$177,806	\$76,407	\$177,806	\$68,282	\$177,806	\$81,630

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF424A) **\$889,030**

NON-FEDERAL MATCH (enter in Section B column 2 line 6k of form SF424A) **\$412,879**

*** FOR REQUESTED FUTURE YEARS:**

1. Please justify and explain any changes to the budget that differs from the reflected amounts reported in the 01 Year Budget Summary.

2. If a cost of living adjustment (COLA) is included in future years, provide your organization's personnel policies and procedures that state all employees within the organization will receive a COLA.

