

# PS15-1510: Training and Technical Assistance for Health Department Demonstration Projects for Comprehensive Prevention, Care, Behavioral Health, and Social Services for Men Who Have Sex with Men of Color At Risk for and Living with HIV Infection

## Procurement and Grants Management Overview

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# PRE-APPLICATION INFORMATION AND TIPS FOR APPLYING



# Topic Overview

- Eligible Applicants
- How to Apply
- Budget Information
- Application Tips



## Eligibility Criteria

□ Eligible applicants are organizations that meet ALL of the following criteria:

- Special district governments
- County governments
- State governments
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- City or township governments



## Eligibility Criteria (continued)

### □ Eligible applicants are organizations that meet ALL of the following criteria:

- Evidence of capacity to implement a national program (e.g., articles of incorporation, by-laws, board resolution, charter, mission statement, etc.)
- Evidence of expertise and experience developing and delivering competency-based training and technical assistance for the HIV prevention and/or care workforce (e.g., list of trainings, samples of existing training curricula, technical assistance products, staff resumes/CVs, letters of support, etc.).
- Evidence of expertise and experience in engaging, assessing, linking, and retaining MSM of color for comprehensive HIV prevention and care, behavioral health, and social services (e.g. Staff resumes/CVs, samples of existing training curriculum, TA products, letters of support, etc.).
- Evidence of proposed or existing key collaborations (e.g., Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Letters of Commitment, or Service Agreements).
- Evidence of Nonprofit 501(c)(3) status with the IRS



## Submission Requirements for Eligibility

- ❑ Upload the information for eligibility as part of the “Other Attachment Forms” section in Grants.gov.
- ❑ Label all submitted documents as instructed in the Eligibility Information section of the FOA



# Grant Application Process

## □ Prior to applying

- Become familiar with the Grants.gov website
- Keep track of the technical assistance provided through the Grants.gov website
- Ensure that your organization has the following readily available and current
  - Data Universal Numbering System (DUNS) number
  - Employer Identification Number (EIN)
  - System for Award Management (SAM) Registration
  - Bank account information
- Review the funding opportunity announcement (FOA)



# Grant Application Process (slide 1 of 5)

## □ Grants.gov Registration Requirements

### ▪ Data Universal Numbering System (DUNS) Number

- Application: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- For help either call (866) 705-5711 or e-mail [CCRhelp@dnb.com](mailto:CCRhelp@dnb.com)

### ▪ System for Award Management (SAM)

- Create a user account
- Web: <https://www.sam.gov/portal/public/SAM>
- For help check the user guide first and then...
  - Call (866) 606-8220 (domestic calls)  
(334) 206-7828 (international calls)
  - Visit: <https://www.fsd.gov>

### ▪ Employer Identification Number (EIN)

## □ Grants.gov [Tutorial](#)





# Grant Application Process (slide 2 of 5)

- Find a funding opportunity announcement

**Keyword Search:**

**Search by Funding Opportunity Number:**

**Search by CFDA Number:**

## Search Results

[New Search](#)

Sort: Open Date, Descending

[Sort by Close Date](#)

Results 1 - 1 of 1

<a href="#">Open Date</a>	<a href="#">Opportunity Title</a>	<a href="#">Agency</a>	<a href="#">Funding Number</a>
02/18/2011	<a href="#">Community Approaches to Reducing Sexually Transmitted Diseases</a>	Centers for Disease Control and Prevention	CDC-RFA-PS11-1114



# Grant Application Process (slide 3 of 5)

## □ Submit an application

- You must be completely registered on Grants.gov to upload a completed application.
- No extensions to the FOA application due date are granted. No exceptions.
- All applications must be submitted and accepted via

[www.Grants.gov](http://www.Grants.gov).

Step  
1

### [Download a Grant Application Package](#)

Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting.

[Click here](#) to verify if your Adobe software version is compatible with Grants.gov.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.

Step  
2

### Complete the Grant Application Package Step

Now that you have downloaded an application package, complete the grant application offline. Save changes to your application as you go, Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

[View a narrated tutorial on how to complete a grant application package using Adobe.](#) *If you're having problems completing the package, [view our Frequently Asked Questions](#).*

Step  
3

### Submit the Completed Grant Application Package



## Grant Application Process (slide 4 of 5)

### □ When completing applications:

- Review and follow instructions and deadlines provided in the FOA
- Provide a proposed narrative and explain the project completely
- Prepare a budget as it relates to the requirements identified in the FOA
  - Also make sure to follow CDC Budget Guidelines when preparing a budget.
- Identify key personnel and applicable duties (e.g., Program director and business official)
- Identify the approving officials for the organization to prevent processing delays



# Grant Application Process (slide 5 of 5)

## □ When completing applications:

### ▪ Include key forms/documents

- SF 424 Application for Federal Assistance (non-research)
- SF 424A Budget Information
- SF 424B Assurances
- CDC Assurances/Certifications
- Budget and Project Narrative
- Budget Spreadsheet (for consolidated programs)
- Debarment and Suspension Certification
- Certification for Trafficking Victims Protection Act of 2000

## □ All new non-research grant applications must be submitted through [Grants.gov](https://www.Grants.gov)



# Budget Guidelines

## □ Overarching Goal

- Provide quality and proper stewardship of grants by managing the financial resources of the federal government

## □ Primary objectives are to assure that the grantee:

- Is eligible to participate in a federally funded program
- Has all appropriate clearances
- Proposes costs that are allowable, allocable, and reasonable
- Has a budget that is complete and properly detailed



# Preparing Your Budget



❑ In order to prepare a proper budget, it is important to know the following:

- the types of costs that are allowable
- the cost principles to apply
- differences between direct & indirect costs

❑ To assist you in preparing your budget, please follow the template and budget guidelines at:

[http://www.cdc.gov/od/pgo/funding/grants/Budget\\_Guidelines.doc](http://www.cdc.gov/od/pgo/funding/grants/Budget_Guidelines.doc)

# Cost Considerations

## □ Cost Principles:

- Provided in OMB Circulars (2 CFR Part 230 Cost Principles for Non-Profit Organizations (OMB Circular A-122))
- If the financial management system meets 45 CFR 74.21 standards, grantees can use their own accounting systems, policies, and procedures to implement the cost principle requirements.

## □ Direct Costs:

- Costs identified specifically with a particular award, project or program, service, or other organizational activity

## □ Indirect Costs:

- Facility or administrative costs – costs incurred for common or joint objectives
- In order to be approved, an agency must have a current, federally negotiated and approved indirect cost rate agreement



## Allowable Costs (slide 1 of 3)

### □ Cost principles provide four tests that are used to determine if a cost is allowable:

#### ■ Reasonableness

- A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost
- It is “ordinary and necessary” for the operation of the organization or performance of the grant
- Restraints or requirements may be imposed on this test by:
  - Generally accepted, sound business practices
  - “Arms length” bargaining
  - Government regulations
  - Grant terms and conditions





# Allowable Costs (slide 2 of 3)

## ■ Allocability

- A cost is allocable to a grantee if it is treated consistently with other costs incurred for the same purpose, AND meets at least one of the following:
  - It is incurred solely in order to advance work under the grant;
  - It benefits both the grant and other work of the organization, including other grant-supported projects or programs
  - It is necessary to the operation of the organization, even though a direct relationship to a specific cost objective cannot be demonstrated



# Allowable Costs (slide 3 of 3)

- Consistency
  - Recipients must be consistent in assigning costs to cost objectives
  - Costs must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges
- Conformance
  - Conformance with limitations and exclusions contained in the terms and conditions of award, including those in the cost principles



# Common Budget Challenges (slide 1 of 2)

## □ Salary and Fringe Benefit line items

- A description of the responsibilities should be provided.
- The description should be directly related to specific program objectives
- Salary
  - Must not exceed Executive Level II or \$179,700
- Fringe Benefit
  - Allowable provided such benefits are granted in accordance with established written organizational policies



# Common Budget Challenges (slide 2 of 2)

## □ Travel

- Staff travel
  - Shown in the “Travel” category
  - The only dollar amount included in the “Travel” category
- Consultant travel
  - Shown in the “Consultant” category
- Other participants, advisory committees, review panels, etc. travel
  - Shown in the “Other” category
- Provide justification for both in-state and out-of-state travel including the itemized information listed in the budget guidelines



# Common Budget Challenges (slide 1 of 3)

## □ Contractual Costs

- Grantees must receive written approval from CDC prior to establishing a third-party contract to perform program activities
- The following information is required to be submitted:
  - Name of contractor
  - Method of selection
  - Period of performance
  - Scope of work
  - Method of accountability
  - Itemized budget and justification

# Common Budget Challenges (slide 2 of 3)

## □ Consultant Costs

- Grantees must receive written approval from CDC prior to establishing a written agreement for consultant services (e.g., training, expert consultant, etc.)
- The following information is required to be submitted
  - Name of consultant
  - Organizational affiliation (if applicable)
  - Nature of services to be rendered
  - Relevance of service to the project
  - Number of days of consultation (basis for fee)
  - Expected rate of compensation
  - Method of accountability



# Common Budget Challenges (slide 3 of 3)

## □ Equipment vs. Supplies

### ■ Equipment

- Useful life of more than one year AND a cost of  $\geq \$5,000$  per unit
- Consider maintenance costs in budget
- Provide justification which includes the use and relationship to the specific program objectives

### ■ Supplies

- General office supplies may be shown by an estimated amount per month times the number of months in this budget category
- Major supply items ( $< \$5,000$ ) should be justified and related to specific program objectives
- Provide justification and relate it to specific program objectives



# Application Tips

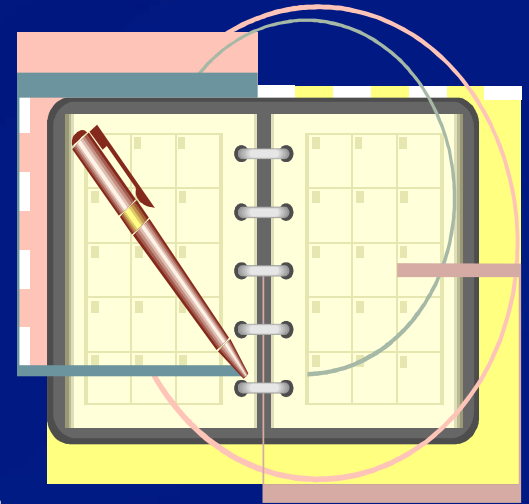
- ❑ **Include a cover letter that cites the...**
  - FOA number
  - Category applying for
  - Budget amount
  - Organization point of contact
- ❑ **Any pages in excess of page limits will be removed from application and not forwarded to review panel.**
  - Project Narrative is limited to 20 pages
  - Work Plan is included in the Project Narrative 20 page limit
- ❑ **Use the FOA and evaluation criteria section as guide to develop the work plan and project narrative.**





## Application Tips – Do Not Lose Consideration

- ❑ Application packages must be **SUCCESSFULLY** submitted into Grants.gov no later than the date stated in the FOA.
- ❑ Extensions to the due date will **NOT** be granted.
- ❑ Make sure Application is **COMPLETE**
- ❑ Do not request funding that exceeds award ceiling
- ❑ Submit your application package as early as possible
  - Ensure all Grants.gov errors are cleared up prior to the due date



# Thank You

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