

# **PS17-1704: Comprehensive High-Impact HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color**

## **Office of Grants Services Overview**

**Erica Stewart**  
Grants Management Specialist  
Office of Grants Services (OGS)



CDC Office of Grants Services

**PRE-APPLICATION INFORMATION  
AND TIPS FOR APPLYING**

# Topic Overview

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



# Eligibility Criteria

- ❑ **Funding will be made available for activities under one of two categories:**
  - **Category A:** HIV prevention services for Young Men of Color Who Have Sex with Men (YMSM of color) and their partners regardless of age, gender, and race/ethnicity.
  - **Category B:** HIV prevention services for Young Transgender Persons of Color (YTG persons of color) and their partners regardless of age, gender, and race/ethnicity.



## Eligibility Criteria (continued)

- ❑ Eligible applicants are organizations that meet ALL of the following criteria:
- ❑ Must have a 501(c)(3) IRS status and considered one of the following:
  - American Indian/Alaska Native tribally designated organizations
  - Community-based organizations
  - Faith-based organizations
  - Hospitals (non-government affiliation and not under the administrative and management authority of a college or university)
- ❑ **\*\*\*Please note that other tax exemption certificates, such as state tax or sales tax exemption certificates and letters, will not be accepted as a substitution of the Federal 501(c)(3) IRS tax exemption letter.**



## Additional Eligibility Criteria

- ❑ If an applicant is proposing to subcontract with organization(s) to provide direct services as described in this FOA, please note the following:
  - The 501(c)(3) IRS tax exemption letter for the subcontractor organization(s) must be included with the application at the time of submission.
  - Applicant organizations may subcontract with a maximum of two organizations to provide direct services as described in the Strategies and Activities section of this FOA.
  - Applicant organizations must perform a substantial role in the delivery of services.



## Additional Eligibility Criteria (continued)

- ❑ The amount of funding allocated for subcontractors must be in alignment with the proposed services to be provided by the subcontractor(s).
- ❑ Subcontractor organization(s) must be located and provide services in the same state as the applicant organization and have a history of consistently serving the proposed target population for at least the last 24 months.



## Additional Eligibility Criteria (continued)

- ❑ Eligible applicants must be currently located and provide services in one of the 33 states listed in the FOA in addition to, District of Columbia, and Puerto Rico. Additionally, applicants may provide services in a **maximum of three (3) service areas** throughout the eligible locations. Applicants can provide HIV prevention services in areas that cross over into eligible bordering state health department jurisdictions (e.g., District of Columbia, Maryland, and Virginia). The applicant must have a history of providing HIV prevention services in these eligible areas, discussed provision of services with their state or local health department in which they report, and received written consent. (See Attachment F: Health Department Letter of Support)



## Additional Eligibility Criteria (continued)

- ❑ Document services to the target population by completing and submitting the following documentation with the application:
  - Historical Data Table (See Attachment H: Historical Data Table.)
  - Target Population Worksheet (See Attachment A: Proposed Target Population Worksheet.)
  - Evidence of HIV prevention or care services, location, and history of consistently serving the proposed target population(s) for at least the last 24 months. Examples include Progress Reports, Notice of Award or Media publications, or letter from an applicant's funding source, other than CDC, documenting the applicant's service to the target population.



## Additional Eligibility Criteria (continued)

- ❑ Share their Targeted HIV Testing plans with the health department and submit the following required HIV Testing documentation with the application:
  - Health Department Agreement for HIV Testing/Partner Services (See Attachment B: Health Department Targeted HIV Testing/Partner Services Letter of Agreement.)
  - Letter of Intent from a Physician (See Attachment C: Letter of Intent from a Physician for State Regulations and HIV Testing Activities.)
  - Health Department Letter of Support (See Attachment F: Health Department Sample Letter.)
  - Current CLIA certificate, if conducting HIV rapid testing



## **Additional Eligibility Criteria (continued)**

- ❑ **Provide at least three letters of support from civic, non-profit business, or faith-based organizations that are located in the community and also serve the proposed target population.**
- ❑ **Submit the following documents as attachments:**
  - Resumes/CVs for all PS17-1704 positions
  - Health Department Letter of Support
  - Organizational Chart
    - Agency-wide, and
    - PS17-1704 HIV prevention program
  - Non-profit Organization 501(C)(3) IRS Status Forms
  - Indirect Cost Rate (if applicable)



## Additional Eligibility Criteria (continued)

- ❑ Document Submission (continued)
  - At least one Service Agreement with a HIV Medical Care Provider
  - At least one Memorandum of Agreement/Understanding (MOA/MOU) for Prevention and Essential Support Services
  - At least one Memorandum of Agreement/Understanding (MOA/MOU) for HIV Prevention services with a Local Education Agency (LEA), if applicable.



# Submission Requirements for Eligibility

- ❑ **Upload the information for eligibility as part of the “Other Attachment Forms” section in Grants.gov.**
  - Evidence of nonprofit with 501(c)(3) IRS status
    - A copy of the current, valid IRS/U.S. Treasury determination letter
  - Label the group of documents: “Eligibility Criteria”
  - Each document should be labeled (e.g., “Proof of Non-Profit Status,” “Historical Data Table,” and “Health Department Sample Letter”)



# 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)



# GRANTS.GOV Website



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## FOR APPLICANTS

### Check Your Eligibility

Are you or your organization eligible for a grant? Learn how to check your eligibility here.

[Check Your Applicant Eligibility »](#)

### Get Registered

To apply, you need to register as either an individual or organization applicant. Begin registering today.

[Individual Registration »](#)

[Organization Applicant Registration »](#)

### Apply for Grants

Ready to apply? Find instructions for the application download and submission process in Grants.gov.

[Apply for a Grant Opportunity Today »](#)

[Workspace Overview »](#)

### Track Your Application

Enter your Grants.gov tracking number to follow the progress of up to five applications at a time.

[Track Your Application »](#)

# Grant Application Process

## ❑ Register NOW with Grants.gov

- Your organization must complete the Grants.gov registration process to apply for a grant
- Registration process can take between 3-5 business days or as long as four weeks



# Organization Applicant Registration

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## ORGANIZATION APPLICANT REGISTRATION

### APPLICANT ACTIONS

- » [Apply for Grants](#)
- » [Track My Application](#)

### APPLICANT RESOURCES

- » [Applicant Eligibility](#)
- » [Individual Registration](#)
- » [Organization Applicant Registration](#)
  - » [STEP 1: Obtain a DUNS Number](#)
  - » [STEP 2: Register with SAM](#)
  - » [STEP 3: Create a Username and Password](#)
  - » [STEP 4: EBiz POC Authorizes Roles](#)
  - » [STEP 5: Track Role Status](#)
- » [Workspace Overview](#)
- » [Applicant Tools & Tips](#)
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)



### Registering as an Organization Applicant

Before applying for a funding opportunity, you need to register as an applicant associated with an organization. Registering with Grants.gov allows you to create an account and connect it with the organization you either work for or otherwise contribute to their grant applications.

Registering as an organization applicant submits a request to your organization's EBiz POC for Grants.gov roles. One of these roles is the Authorized Organization Representative (AOR) role, which, if authorized to you, allows you to submit applications on behalf of your organization. An organization is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business.

Registering as an organization applicant has five main steps. Below is an overview of the registration process. Click one of the steps to view more detailed instructions.

Please make sure to begin registration early, as the process takes between three business days and three weeks. If you do not complete your registration by the submission deadline, then you are unlikely to be allowed to submit an application. You should contact the agency point of contact listed on the grant opportunity to discuss that agency's policy.

### Grants.gov Online User Guide

Find registration, login, and search instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

### Reach Out and Get Help

Contact the Grants.gov Support Center to get help from a Contact Center Representative.

Email us at [support@grants.gov](mailto:support@grants.gov) or visit our [Support page](#).



# Grant Application Process

## ❑ 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



## Step 1: Obtain a DUNS Number

Obtaining a Data Universal Number System (DUNS) number is the first step in registering as an organization applicant in Grants.gov. The instructions below describe DUNS and walk through the process of acquiring a free DUNS number.

### ❑ Purpose of DUNS

A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

### ❑ Before Registering for a DUNS Number

❑ Does my organization already have a DUNS number?

❑ How to Register for a DUNS Number

❑ If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website or call **1-866-705-5711** to register or search for a DUNS number.



## Step 2: Register with SAM

- ❑ Registering with the System for Award Management (SAM) is the second step of registering as an organization applicant. The information below describes SAM and explains the free registration process.

### Purpose of SAM

- SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.
- It is the EBiz POC within your organization who must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.

**NOTE: The EBiz POC must renew your organization's SAM registration "ANNUALLY."**



## Step 2: Register with SAM (continued)

- ❑ To register with SAM, go to the [SAM website](#) with the following information:
  - DUNS number
  - Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)
- ❑ **When your organization registers with SAM, you must designate an EBiz POC. The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM, which gives you the authority to designate AORs.**
- ❑ **What's an AOR? They are the staff members in your organization who are allowed to submit applications in Grants.gov.**



# Apply for Grants

- ❑ *Applying for a grant is an exciting but resource-intensive process. Below is an overview of the application process in Grants.gov. For more specific instructions on applying in Grants.gov, click on one of the steps below. If you are interested in more context and information about the grants lifecycle, visit [Grants 101](#).*
- ❑ Before you apply, make sure you found a funding opportunity **you are eligible for** and registered to apply through Grants.gov as **an individual** or **an organization**. If you would like more time to plan before applying, search for **forecasts of grant opportunities** in Search Grants.



# Grant Application Process

- 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

## □ 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

## □ 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

## □ When completing applications:

### ■ Include key forms/documents

- SF 424 Application for Federal Assistance (non-research)
- SF 424A Budget Information
- SF 424B Assurances
- CDC 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

**Application deadline September 14, 2016**



# 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/hiv/pdf/ps15-1509-budget-preparation-guidelines.pdf>

# 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



# Indirect Cost Rates

- ❑ **A uniform method for allocating indirect cost to all projects**
  - Indirect Cost Rate = a percentage used to distribute costs to all cost centers benefitting from those costs
- ❑ **Any organization with more than one source of funding needs an indirect cost rate**
- ❑ **Responsibilities**
  - Grantee – submits indirect cost proposal which provides the basis for review, audit, and negotiation to cognizant agency
  - Cognizant Agency – HHS Division of Cost Allocation is responsible for negotiating and approving the agreement based on documentation submitted from various organizations



## Indirect Cost Rates

- ❑ You may elect to use the de minimis rate if you have never had a federally negotiated indirect rate agreement (NICRA). The de minimis rate is 10% of modified total direct.



# Allowable Costs

## ❑ 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

- 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

- 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

## □ 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 \$185,100. The latest salary threshold may be found at [http://grants.nih.gov/grants/policy/salcap\\_summary.htm](http://grants.nih.gov/grants/policy/salcap_summary.htm)
- Fringe Benefit
  - Allowable provided such benefits are granted in accordance with established written organizational policies



# Common Budget Challenges

## ❑ Sample Salary Budget & Justification

Position Title and Name	Annual Salary	Time	Months	Amount Requested
Project Coordinator Susan Taylor	\$45,000	100%	12	\$45,000
Finance Administrator John Johnson	\$28,500	50%	12	\$14,250
Outreach Supervisor (Vacant*)	\$27,000	100%	12	\$27,000
Total Personnel				\$86,250

### Job Description: Project Coordinator – (Susan Taylor)

This position directs the overall operation of the project including overseeing the implementation of project activities, coordination with other agencies, development of materials, provisions of service and training, collects, tabulates and interprets required data, ... **(refer to budget guidelines for full example)**



# Common Budget Challenges

## ❑ Sample Fringe Benefits Budget

- Compute by an established percentage of salaries:

25% of Total Salaries = Fringe Benefits

Total Personnel: \$86,250     Total Fringe: \$21,562.50

- OR itemize how the amount of each benefit is determined for each salary

Project Coordinator Salary - \$45,000

Fringe Benefits	Percentage of Salary	Amount Requested
Retirement	5%	\$2,250
FICA	7.65%	\$3,443
Insurance	N/A	\$2,000
Workers Compensation	N/A	\$5,000
Total Fringe		\$12,693



# Common Budget Challenges

## □ 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

## ❑ Sample Travel Budget & Justification

Total In-State Travel: \$2,577

Number of Trips	Number of People	Cost of Airfare	Number of Total Miles	Cost per Mile	Amount Requested
1	2	N/A	500 mi.	\$0.54	\$540
25	1	N/A	300 mi.	\$0.54	\$4,050
Total Transportation					\$4,590

Per Diem or Lodging	Number of People	Number of Units	Unit Cost	Amount Requested
Per Diem	2	2 days	\$37/day	\$148
Lodging	2	1 night	\$67/night	\$134

The Project Coordinator and the Outreach Supervisor will travel to (location) to attend AIDS conference (refer to budget guidelines for full example).



# Common Budget Challenges

## ❑ Sample Travel Budget & Justification

Total Out-of-State Travel: \$773

Number of Trips	Number of People	Cost of Airfare	Number of Total Miles	Cost per Mile	Amount Requested
1	1	\$500	N/A	N/A	\$500

Per Diem or Lodging	Number of People	Number of Units	Unit Cost	Amount Requested
Per Diem	1	3 days	\$45/day	\$135
Lodging	1	1 night	\$88/night	\$88

Ground Transportation?	Number of People	Amount Requested
Yes	1	\$50

The Project Coordinator will travel to CDC, in Atlanta, GA to attend the CDC conference.



# Common Budget Challenges

## □ 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

## □ 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

## □ 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



# Common Budget Challenges

## ❑ Sample Equipment Budget & Justification

Item Requested	Number Needed	Unit Cost	Amount Requested
Computer Workstation	2 ea.	\$5,500	\$11,000
Computer	1 ea.	\$6,000	\$6,000
Total Equipment			\$17,000

The computer workstations will be used by the principal investigator and statistician to collect required data, perform data analysis, and generate reports. These computers will also support the daily operation of the project, routine correspondence, research, and electronic communication.



# Common Budget Challenges

## ❑ Sample Supplies Budget & Justification

Item Requested	Type	Number Needed	Unit Cost	Amount Requested
Computer Workstation	(Specify type)	3 ea.	\$2,500	\$7,500
Word Processing Supplies	(Specify type)	1 ea.	\$400	\$400
Educational Pamphlets	N/A	3,000 copies	\$1	\$3,000
General Office Supplies	Pens, pencils, paper	12 months	\$20/month per person for 10 people	\$2,400
Total Supplies				\$19,900

Office supplies will be used by staff members to carry out daily activities of the program. The education pamphlets and videos will be purchased from Vendor X and used to illustrate and promote safe and healthy activities. Word Processing Software will be used to document program activities, process progress reports, etc.



# Common Budget Challenges

## □ Other

- Contains items not included in previous budget categories
- Provide justification which includes the use and relationship to the specific program objectives
- Ensure the calculations are correct, itemized and methodology explained. For example, rent.

Item	Annual Amount	Percentage	Amount Requested
Rent @ 2300 Jackson St.	\$120,000	20% (taken from FTE percentage)	\$24,000
Rent @ 9311 Cascade Dr.	\$85,000	10% (based on square footage of activities)	\$8,500



# Common Budget Challenges

## □ Indirect Costs

- Avoid creating an alternate base for your rate. (Example: If your base is 25% of salary and wages, do not base the rate on any other method such as a percentage of overall grant funds received)
- **DO NOT** draw down all of your indirect funds at once.
- Indirect funds must not be separated from direct funds.
- “Double dipping” is not allowed.
- Time and effort must not go beyond 100%



## Common Budget Challenges

### Indirect Costs (continued)

Understand how to calculate a Modified Total Direct (MTD) (if applicable) rate.

#### MTD:

**Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), that portion of each subaward in excess of \$25,000 and flow-through funds.**

Category	Original Amounts	Indirect Calculation
Salaries and Wages	185,384	185,384
Fringe	37,077	37,077
Supplies	23,947	23,947
Equipment	5,000	
Contractual	184,936	
Contract 1	80,000	25,000
Contract 2	15,000	15,000
Contract 3	74,936	25,000
Travel	7,000	7,000
Other	54,000	54,000
Total Direct	497,344	372,405
Indirect @ 28%	104,273	104,273
Grand Total	601,617	

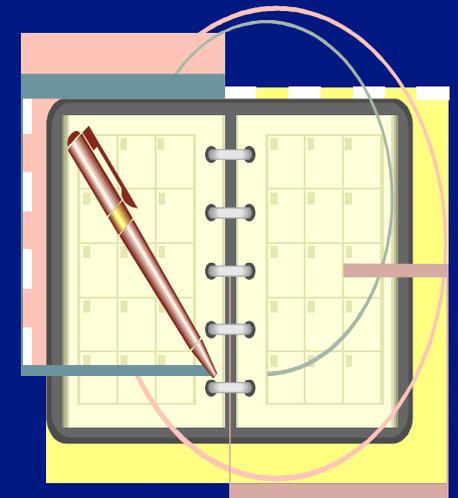
# Application Tips

- ❑ **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.**
  - Work Plan is limited to 10 pages
  - Project Narrative is limited to 20 pages
- ❑ **Use the FOA and evaluation criteria section as guide to develop the work plan and project narrative.**



# Application Tips

- ❑ **Application packages must be SUCCESSFULLY submitted into Grants.gov no later than September 14, 2016.**
- ❑ **Extensions to the due date will NOT be granted.**
- ❑ **Submit your application package as early as possible.**
  - Do not wait to the last day, hour or minute.
  - Ensure all Grants.gov errors are cleared up prior to the due date



# **Thank You**

**Erica Stewart, MBA**  
**Grants Management Specialist**  
**Telephone: (770) 488-2769**  
**Email: [ITY9@cdc.gov](mailto:ITY9@cdc.gov)**

**Arthur C. Lusby, MBA**  
**Grants Management Officer**  
**Telephone: (770) 488-2865**  
**Email: [CMX3@cdc.gov](mailto:CMX3@cdc.gov)**