

PS15-1505: Enhancing HIV Prevention Communication and Mobilization Efforts through Strategic Partnerships

Procurement and Grants Management Overview

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Topic Overview

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



Eligibility Criteria

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

- Nonprofit with 501(c)(3) IRS status, other than institutions of higher education.

For profit organizations other than small businesses

Others (see text field entitled “Additional Information on Eligibility”)

- Additional Information on Eligibility

This FOA seeks to leverage the unique expertise and national reach of nontraditional partners. Eligibility for awards under this FOA is limited to national organizations with:



Eligibility Criteria (continued)

- ❑ **Eligible applicants are organizations that meet ALL of the following criteria:**
 - 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.
 - Organizations applying to provide services outside of the primary district where they are currently located in or in a district where they do not currently provide services must establish a relationship with a “host” organization located in the district where services are proposed to be provided.



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”)





FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities ←
- Get Registered ←
- Apply for Grants ←
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

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SITE MAP

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).



RECOVERY.GOV

In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities >](#)

Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)

Update-to-date information on the state of recovery. [Learn more >](#)

[Feature Stories](#)



Recovery Act Grant Opportunities

Archived Webinars



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**



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

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



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



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

□ Other

- Contains items not included in previous budget categories
- Provide justification which includes the use and relationship to the specific program objectives



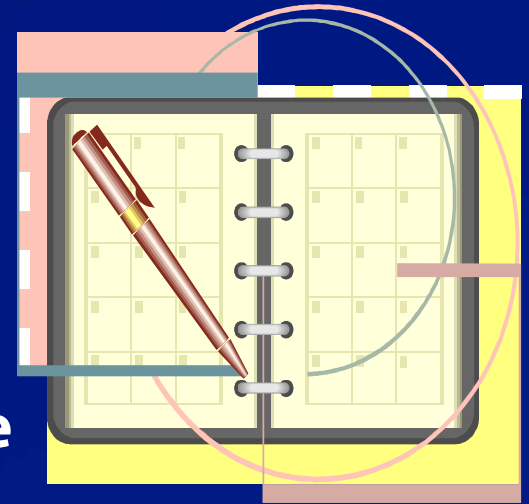
Application Tips

- ❑ **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.**
 - Work Plan is limited to 10 pages
 - Project Narrative is limited to 30 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 the date stated in the FOA.**
- ❑ **Extensions to the due date will NOT be granted.**
- ❑ **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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