

**Department of Health and Human Services  
Substance Abuse and Mental Health Services  
Administration**

**Single Source National Community Anti-Drug Coalition  
Institute**

**(Short Title: National Coalition Institute)**  
(Initial Announcement)

**Funding Opportunity Announcement (FOA) No. SP-18-005**

Catalogue of Federal Domestic Assistance (CFDA) No: 93.243

**Key Dates:**

<b>Application Deadline</b>	<b>Applications are due by 11:59 PM (Eastern Time) on May 7, 2018.</b>
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# I. FUNDING OPPORTUNITY DESCRIPTION

Under the authority of The Consolidated Appropriations Act, 2018 (Pub. L.115-141), which references Public Law Public Law 107-82, section (4) (c), as amended by Public Law 109-469 (21 U.S.C. 1521 note) per the direction of the Office of National Drug Control Policy (ONDCP), the Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) announces the availability of FY 2018 funds to carry out a single source grant project. The title of this project is the National Community Anti-Drug Coalition Institute hereafter referred to as the National Coalition Institute (NCI).

## 1. PURPOSE

The purpose of the NCI is to provide education, training, and technical assistance for coalition leaders and community teams, with an emphasis on the development of coalitions serving economically disadvantaged areas. The NCI will disseminate evaluation tools, mechanisms, and measures to better assess and document coalition performance measures and outcomes and bridge the gap between research and practice by translating knowledge from research into practical application.

The goals of the NCI are to:

- Increase the percentage of community coalitions across the United States that are effective in their work; and
- Strengthen technical assistance and training to community coalitions throughout the United States.

The objectives of the NCI are to:

- Increase the percentage of coalitions that adopt and implement the core competencies of the Strategic Prevention Framework (SPF);
- Improve coalitions' ability to identify and adopt tools, mechanisms and measures to evaluate the implementation of the Strategic Prevention Framework (SPF); and
- Adopt and disseminate practical information about evidence-based policies, practices and programs. (For further guidance on evidence-based approaches, click on <http://store.samhsa.gov/product/SMA09-4205>.)

The SPF is a five-step, data-driven process that include the following:

- Needs Assessment;
- Capacity Building;
- Strategic Planning;
- Implementation; and
- Evaluation.

Included in all five steps are cultural competency and sustainability.

The NCI will assist coalitions in implementing, operating, and sustaining effective local-level community anti-drug strategies that result in a reduction of youth substance use at a community-level. The NCI will use resources from multiple agencies located throughout federal, state, local governments, prevention research entities, and universities to bring the best available knowledge, information, research, and technology to local community coalitions working to prevent drug misuse among youth.

This announcement addresses Healthy People 2020, Substance Abuse Topic Area HP 2020-SA.

## **2. EXPECTATIONS**

### **Key Personnel:**

Key personnel are staff members who must be part of the project regardless of whether or not they receive a salary or compensation from the project. These staff members must make a substantial contribution to the execution of the project.

**The key personnel for this program will be the Program Director/Principle Investigator (PD/PI), Evaluator, and Marketing Director. These positions require prior approval by SAMHSA after review of credentials of staff and job descriptions.**

### **Required Activities:**

**At a minimum, the NCI will use funds awarded to conduct the following activities:**

- Provide drug use prevention education, training, and technical assistance to coalition leaders and community teams, with emphasis on issues regarding coalitions serving economically disadvantaged areas;
- Assist coalitions with the development and implementation of the SPF planning model;
- Assist coalitions with the selection and implementation of appropriate evidence-based strategies;
- Disseminate evaluation tools, mechanisms, and measures to better assess and document coalition performance measures and outcomes;
- Collaborate with ONDCP and SAMHSA staff, contractors, and programs in the development and implementation of the activities of the NCI;
- Provide SAMHSA data required for the Government Performance and Results Modernization Act of 2010 Act (GPRA Modernization Act) and other data reporting requirements;

- Schedule and organize monthly Drug-Free Communities Support Program partners meetings with SAMHSA and ONDCP. The focus of the meetings will be to gauge progress of the NCI and gain input and feedback on ways to further assist community coalitions;
- Provide semi-annual and special reports to SAMHSA and ONDCP; and
- Comply with the terms and conditions of the grant.

**Allowable Activities:**

- Develop on-line training and resources that are available to community coalitions;
- Provide training to specific states that are in need of developing community coalitions; and
- Provide an evaluation of the effectiveness of training provided to DFC Coalitions.

**Other Expectations:**

Although people with behavioral health conditions represent about 25 percent of the U.S. adult population, these individuals account for nearly 40 percent<sup>1</sup> of all cigarettes smoked and can experience serious health consequences<sup>2</sup>. A growing body of research shows that quitting smoking can improve mental health and addiction recovery outcomes. Research shows that many smokers with behavioral health conditions want to quit, can quit, and benefit from proven smoking cessation treatments. SAMHSA strongly encourages all recipients to adopt a tobacco-free facility/grounds policy and to promote abstinence from all tobacco products (except in regard to accepted tribal traditions and practices).

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<sup>1</sup> Substance Abuse and Mental Health Services Administration, Center for Behavioral Health Statistics and Quality. (March 20, 2013). *The NSDUH Report: Adults with Mental Illness or Substance Use Disorder Account for 40 Percent of All Cigarettes Smoked*. Rockville, MD. <https://www.samhsa.gov/data/sites/default/files/spot104-cigarettes-mental-illness-substance-use-disorder/spot104-cigarettes-mental-illness-substance-use-disorder.pdf>

<sup>2</sup> U.S. Department of Health and Human Services. *The Health Consequences of Smoking: 50 Years of Progress. A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014.

## 2.1 Data Collection and Performance Measurement

All SAMHSA recipients are required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010. You must document your ability to collect and report the required data in [Section D: Data Collection and Performance Measurement](#).

To monitor progress toward meeting the goals of the NCI, the recipient is required to report on the following GPRA Modernization Act of 2010 measures:

- The number of coalitions that received training or technical assistance.
- The number of coalitions serving an economically disadvantaged area that received training and technical assistance from NCI.
- The number of coalitions who received training and technical assistance from the NCI broken out by:
  - Drug-Free Communities Support Program, Drug-Free Communities Mentoring, and Sober Truth on Preventing Underage Drinking (STOP Act) recipients,
  - Recipients who attended the CADCA's National Coalition Academy, and
  - Other coalitions funded by federal, state, and local funding sources.

Performance data will be reported to the public as part of SAMHSA's Congressional Justification.

## 2.2 Project Performance Assessment

Recipients must periodically review the performance data they report to SAMHSA (as required above), assess their progress, and use this information to improve management of their grant project. Recipients are also required to report on their progress addressing the goals and objectives identified in B.1. The assessment should be designed to help you determine whether you are achieving the goals, objectives, and outcomes you intend to achieve and whether adjustments need to be made to your project. Performance assessments also should be used to determine whether your project is having/will have the intended impact on behavioral health disparities. You will be required to submit semi-annually on the progress you have achieved, barriers encountered, and efforts to overcome these barriers Refer to [Section VI.1](#) for any program specific information on the frequency of reporting and any additional requirements.

**No more than 20 percent of the total grant award for the budget period may be used for data collection, performance measurement, and performance assessment, e.g., activities required in Sections I-2.1 and 2.2 above.**

Note: See [Appendix D](#) for more information on responding to Sections I-2.1 and 2.2.

## II. FEDERAL AWARD INFORMATION

Funding Mechanism:	Grant
Anticipated Total Available Funding:	\$2,000,000
Estimated Number of Awards:	One
Estimated Award Amount:	Up to \$2,000,000
Length of Project Period:	Up to five years

**Proposed budgets cannot exceed \$2,000,000 in total costs (direct and indirect) in any year of the proposed project.** Annual continuation awards will depend on the availability of funds, recipient progress in meeting project goals and objectives, timely submission of required data and reports, and compliance with all terms and conditions of award.

**Funding estimates for this announcement are based on an annualized Continuing Resolution and do not reflect the final FY 2018 appropriation. Applicants should be aware that funding amounts are subject to the availability of funds.**

## III. ELIGIBILITY INFORMATION

### 1. ELIGIBLE APPLICANTS

Eligibility for this grant is limited to the Community Anti-Drug Coalitions of America (CADCA). Section 4 of Public Law 107-82, as amended by Public Law 109-469 (21 U.S.C. 1521 note), provides that the Director of ONDCP shall make a directed grant to CADCA to provide for the continuation of the NCI.

CADCA is in a unique position to conduct the activities of the NCI and meet the objectives of this grant. CADCA is a national organization that exists to support local community anti-drug coalitions in the United States and abroad. For more than 23 years, coalitions and coalition leadership have turned to CADCA to obtain the assistance they need to implement, operate, and sustain effective local community anti-drug strategies. The NCI will take advantage of the resources of multiple agencies located throughout the federal, state and local governments, philanthropies, and universities to bring the best available knowledge, information, and technology to local community coalitions working to prevent and reduce drug use among youth.

## 2. COST SHARING and MATCH REQUIREMENTS

Cost sharing/match is not required in this program.

## IV. APPLICATION AND SUBMISSION INFORMATION

### 1. REQUIRED APPLICATION COMPONENTS:

- **Budget Information SF-424** – Fill out all Sections of the SF-424. In **Line #4** (i.e., Applicant Identified), input the Commons Username of the PD/PI. In **Line #, 17** input the following information: (Proposed Project Date: a. Start Date: 9/30/2018; b. End Date: 9/29/2023).

**Budget Information Form** – Use **SF-424A**. Fill out all Sections of the SF-424A.

- **Section A** – Budget Summary: Use the first row only (Line 1) to report the total federal funds (e) and non-federal funds (f) requested for the **first year** of your project only.
- **Section B** – Budget Categories: Use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the **first year** of your project only.
- **Section C** – Leave blank if cost sharing/match is not required for this program. Complete if cost sharing/match is required.
- **Section D** – Forecasted Cash Needs: Input the total funds requested, broken down by quarter, only for Year 1 of the project period. Use the first row for federal funds and the second row for non-federal funds.
- **Section E** – Budget Estimates of Federal Funds Needed for Balance of the Project: Input the total funds requested for the out years (e.g., Year 2, Year 3, Year 4, and Year 5). For example, if you are requesting funds for four years in total, you would input information in columns b, c, and d (i.e., 3 out years).

A sample budget and justification is included in [Appendix H – Sample Budget and Justification \(no match required\)](#) of this document. **It is highly recommended that you use this sample budget format. This will expedite review of your application.**

- **Project Narrative and Supporting Documentation** – The Project Narrative describes your project. It consists of Sections A through D. **Sections A-D** together may not be longer than **10 pages**. (Remember that if your Project Narrative starts on page 5 and ends on page 15, it is 11 pages long, not 10 pages.) More detailed instructions for completing each section of the Project Narrative are provided in [Section V](#) – Application Review Information.

- The Supporting Documentation section provides additional information necessary for the review of your application. **This supporting documentation must be attached to your application using the Other Attachments Form.** Additional instructions for completing these sections and page limitations for Biographical Sketches/Position Descriptions are included in [Appendix A](#), Required Application Components, and [Appendix E](#), Biographical Sketches and Position Descriptions. Supporting documentation should be submitted in black and white (no color).
- **Budget Justification and Narrative** – The budget justification and narrative must be submitted as file BNF when you submit your application. (See [Appendix A](#), Required Application Components.)
- **Attachments 1 through 3** – **In your application, include the attachments listed below. Please label the attachments as: Attachment 1, Attachment 2, etc. Use the Other Attachments Form to upload the attachments.**
  - **Attachment 1:** Data Collection Instruments/Interview Protocols – if you are using standardized data collection instruments/interview protocols, you do not need to include these in your application. Instead, provide a web link to the appropriate instrument/protocol. If the data collection instrument(s) or interview protocol(s) is/are not standardized, you must include a copy in Attachment 1.
  - **Attachment 2:** Sample Consent Forms

## 2. APPLICATION SUBMISSION REQUIREMENTS

Applications are due by **11:59 PM** (Eastern Time) on **May 7, 2018**.

## 3. FUNDING LIMITATIONS/RESTRICTIONS

Applicants responding to this announcement may request funding for a project period of up to five years, at no more than \$2,000,000 per year. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

The funding restrictions for this project are as follows:

- No more than 20% of the grant award may be used for data collection, performance measurement, and performance assessment expenses.

Be sure to identify these expenses in your proposed budget.

**SAMHSA recipients also must comply with SAMHSA's standard funding restrictions, which are included in [Appendix F](#), Standard Funding Restrictions.**

#### **4. INTERGOVERNMENTAL REVIEW (E.O. 12372) REQUIREMENTS**

This program is not subject to Intergovernmental Review.

### **V. APPLICATION REVIEW INFORMATION**

#### **1. REQUIRED INFORMATION**

The Project Narrative describes what you intend to do with your project and includes the Evaluation Criteria in Sections A-D below.

In developing the Project Narrative section of your application, use these instructions, which have been tailored to this program.

- The Project Narrative (Sections A-D) together may be no longer than **10 pages**.
- You must use the four sections/headings listed below in developing your Project Narrative. **You must indicate the Section letter and number in your response, i.e., type "A-1", "A-2", etc., before your response to each question.** You may not combine two or more questions or refer to another section of the Project Narrative in your response, such as indicating that the response for B.2 is in C.3.

#### **Section A: Organization and Staffing (approximately 2 pages)**

1. Describe your organization, its history and mission, the range of services the organization provides, experience with previous SAMHSA technical assistance and training grants, linkages to the population(s) of focus, and the organizational structure.
2. Provide a staffing plan for the NCI that includes the following key personnel: PD/PI, Evaluator and Marketing Director. Provide a description of the qualifications of key personnel and a discussion of how they have demonstrated experience, are qualified to work with the population(s) of focus, and are familiar with their culture(s) and language(s).

#### **Section B: Proposed Approach (approximately 2 pages)**

1. Describe the goals and objectives of the proposed project. (See [Appendix C](#)). State the unduplicated number of individuals you propose to serve (annually and over the entire project period) with grant funds.
2. Provide a plan for allocating a minimum of 80 percent of funds for the direct delivery of training and technical assistance services to community anti-drug coalitions at the local, regional, and national levels. Examples include: preparation of materials (including on-line materials), training, technical assistance, debriefing of training events and materials, debriefing of technical assistance and materials, and travel. Example of administrative services include: personnel costs, hiring, supervision, in-house training and logistics, and preparation of materials for committees and meetings.
3. Describe how the National Coalition Institute will incorporate the most current substance abuse prevention research, practices, policies and strategies into the training and technical assistance provided to coalition teams and members.

### **Section C: Implementation Plan (approximately 4 pages)**

1. Describe how you will tailor and deliver your services to meet the needs of the diverse types of community anti-drug coalitions (in regards to variables such as geographic location, economically disadvantaged, demographic makeup, ethnic makeup, size, length of existence, and effectiveness).
2. Describe a one-year training plan to provide both new and existing community coalitions with a range of technical assistance, training, education, and materials that will impact their development from years 1-10 of the DFC grant cycle and increase their skill sets in the SPF core competencies, including evidence-based practices, programs and policies over the life of their grant cycle. The plan must include a description and rationale of each training activity or service to be provided. (e.g., topic of training, number of trainings each coalition will receive, length of training, curricula used, how training will be delivered, population(s) of focus, and number of people served). Training for all new DFC recipients must be included in the plan.

### **Section D: Data Collection and Performance Measurement (approximately 2 pages)**

1. Provide specific information about how you will collect the required data for this program and how such data will be utilized to manage, monitor and enhance the program.

### **Budget Justification, Existing Resources, Other Support (other federal and non-federal sources)**

You must provide a narrative justification of the items included in your proposed budget, as well as a description of existing resources and other support you expect to receive

for the proposed project. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-federal means. (This should correspond to Item #18 on your SF-424, Estimated Funding.) Other sources of funds may be used for unallowable costs, e.g., meals, sporting events, entertainment.

An illustration of a budget and narrative justification is included in [Appendix H](#): Sample Budget and Justification. **It is highly recommended that you use this sample budget format.** Your budget must reflect the funding limitations/restrictions specified in [Section IV-3](#). **Specifically identify the items associated with these costs in your budget.**

**The budget justification and narrative must be submitted as a file entitled BNF when you submit your application.**

## 1. REQUIRED SUPPORTING DOCUMENTATION

### Biographical Sketches and Position Descriptions

See [Appendix E](#) for information on completing biographical sketches and job descriptions.

## VI. ADMINISTRATION INFORMATION

### 1. REPORTING REQUIREMENTS

#### Program Specific

Recipients must comply with the data reporting requirements listed in Section I-2.1 and Section I-2.2.

- As a SAMHSA grantee, you will be required to submit semi-annual and final progress reports, as well as annual and final financial status reports. The format and requirements for completing and submitting the reports will be provided to you by your Government Project officer (GPO).
- You also must comply with the reporting requirements listed on the SAMHSA website at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

#### Grants Management:

Successful applicants must also comply with the following standard grants management reporting and schedules at <https://www.samhsa.gov/grants/grants-management/reporting-requirements> unless otherwise noted in the FOA or Notice of Award.

## **2. FEDERAL AWARD NOTICES**

You will receive an email from SAMHSA, via NIH's eRA Commons, that will describe the process for how you can view the general results of the review of your application, including the score that your application received.

If you are approved for funding, a Notice of Award (NoA) will be emailed to the Business Official's (BO) and Program Director/Principle Investigator (PD/PI) email address identified on the HHS Checklist form submitted with the application. Hard copies of the NoA will no longer be mailed via postal service. The NoA is the sole obligating document that allows you to receive federal funding for work on the grant project. Information about what is included in the NoA can be found at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa>.

## **VII. AGENCY CONTACTS**

**For questions about program issues contact:**

Fred Volpe  
Center for Substance Abuse Prevention, Division of Community Programs  
Substance Abuse and Mental Health Services Administration  
5600 Fishers Lane  
Rockville, Maryland 20857  
(240) 276-2593  
[Fred.volpe@samhsa.hhs.gov](mailto:Fred.volpe@samhsa.hhs.gov)

**For questions on grant management and budget issues contact:**

Odessa Crocker  
Office of Financial Resources  
Division of Grants Management  
Substance Abuse and Mental Health Services Administration  
5600 Fishers Lane  
Rockville, Maryland 20857  
(240) 276-1400  
[Odessa.crocker@samhsa.hhs.gov](mailto:Odessa.crocker@samhsa.hhs.gov)

## Appendix A – Application and Submission Requirements

**IMPORTANT APPLICATION INFORMATION:** SAMHSA's application procedures have changed. **All applicants must register with NIH's eRA Commons in order to submit an application. This process takes up to six weeks. If you believe you are interested in applying for this opportunity, you MUST start the registration process immediately. Do not wait to start this process. If your organization is not registered and you do not have an active eRA Commons PI account by the deadline, the application will not be accepted. No exceptions will be made.**

Applicants also must register with the System for Award Management (SAM) (see below for all registration requirements).

### 1. GET REGISTERED

You are required to complete **three (3) registration processes:**

1. Dun & Bradstreet Data Universal Numbering System (to obtain a DUNS number);
2. System for Award Management (SAM); and
3. eRA Commons.

If this is your first time submitting an application, you must complete all four registration processes.

The organization must maintain an active and up-to-date SAM and DUNS registrations in order for SAMHSA to make an award. If your organization is not compliant when SAMHSA is ready to make an award, SAMHSA may determine that your organization is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

#### 1.1 Dun & Bradstreet Data Universal Numbering System (DUNS) Registration

SAMHSA applicants are required to obtain a valid DUNS Number, also known as the Unique Entity Identifier, and provide that number in the application. Obtaining a DUNS number is easy and there is no charge.

To obtain a DUNS number, access the Dun and Bradstreet website at: <http://www.dnb.com> or call 1-866-705-5711. To expedite the process, let Dun and Bradstreet know that you are a public/private nonprofit organization getting ready to submit a federal grant application. **The DUNS number you use on your application must be registered and active in the System for Award Management (SAM).**

#### 1.2 System for Award Management (SAM) Registration

You must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information. This must be done during the period of time your organization has an active federal award or an application under

consideration by an agency (unless you are an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), has an exception approved by the agency under 2 CFR § 25.110(d)). To create a SAM user account, Register/Update your account, and/or Search Records, go to <https://www.sam.gov>.

It is also highly recommended that you renew your account prior to the expiration date. **SAM information must be active and up-to-date, and updated at least every 12 months to remain active (for both recipients and sub-recipients).** Once you update your record in SAM, it will take 48 to 72 hours to complete the validation processes. If your SAM account expires, the renewal process requires the same validation with IRS and DoD (Cage Code) as a new account requires. The renewal process can take up to one month.

### 1.3 eRA Commons Registration

eRA Commons is an online interface managed by NIH that allows applicants, recipients, and federal staff to securely share, manage, and process grant-related information. Organizations applying for SAMHSA funding must register in eRA Commons. This is a one-time registration. In addition to the organization registration, Business Officials and Program Directors/Principle Investigators (PD/PI) listed as key personnel on SAMHSA applications must also register in eRA Commons and receive a Commons ID in order to have access to electronic submission and retrieval of application/grant information. It is strongly recommended that you start the eRA Commons registration process **at least six (6) weeks** prior to the application due date. **If your organization is not registered and does not have an active eRA Commons PI account by the deadline, the application will not be accepted.**

For organizations registering with eRA Commons for the first time, either the Authorized Organization Representative (AOR) from the SF-424 or the Business Official (BO) from the HHS Checklist must complete the online [Institution Registration Form](#). Instructions on how to complete the online Institution Registration Form is provided on the eRA Commons Online Registration Page.

[Note: You must have a valid and verifiable DUNS number to complete the eRA Commons registration.]

After the organization's representative (AOR or BO) completes the online Institution Registration Form and clicks Submit, the eRA Commons will send an e-mail notification from [era-notify@mail.nih.gov](mailto:era-notify@mail.nih.gov) with the link to confirm the email address. Once the e-mail address is verified, the registration request will be reviewed and confirmed via email. If your request is denied, the representative will receive an email detailing the reason for the denial. If the request is approved, the representative will receive an email with a Commons User ID (with the Signing Official 'SO' role) and temporary password. The representative will need to log into Commons with the temporary password, at which time the system will provide prompts to change the temporary password to one of their choosing. Once the designated contact Signing Official (SO) signs the registration request, the organization will be active in Commons and any user with the SO role will

be able to create and maintain additional accounts for the organization’s staff, including accounts for those designated as Program Directors/Principle Investigators (PD/PI).

**Important:** The eRA Commons requires organizations to identify at least one SO, who can be either the AOR from the SF-424 or the BO from the HHS Checklist, and at least one Program Director/Principal Investigator (PD/PI) account in order to submit an application. The primary SO must create the account for the PD/PI listed as the PD/PI role on the HHS Checklist assigning that person the ‘PI’ role in Commons. Note that you must enter the PD/PI’s Commons Username into the ‘Applicant Identifier’ field of the SF-424 document.

You can find additional information about the eRA Commons registration process at [https://era.nih.gov/reg\\_accounts/register\\_commons.cfm](https://era.nih.gov/reg_accounts/register_commons.cfm).

## 2. APPLICATION COMPONENTS

Application forms have been included as attachments to your notification email.

For a **full list of required application components**, refer to [Section IV.1, Required Application Components](#).

## 3. WRITE AND COMPLETE APPLICATION

### 3.1 Required Application Components

#### Standard Application Components

Applications must include the following required application components listed in the table below. This table consists of a full list of standard application components, a description of each required component, and its source for application submission.

#	Standard Application Components	Description
1	SF-424 (Application for Federal Assistance) Form	This form must be completed by applicants for all SAMHSA grants and cooperative agreements.
2	SF-424 A (Budget Information – Non-Construction Programs) Form	Use SF-424A. Fill out Sections A, B, D and E of the SF-424A. Section C should only be completed if applicable. <b>It is highly recommended that you use the sample budget format in the FOA.</b>
3	HHS Checklist Form	The HHS Checklist ensures that you have obtained the proper signatures, assurances, and certifications. You are not required to complete the entire form, but please include the top portion of the form (“ <b>Type of Application</b> ”) indicating if this is a new, noncompeting continuation, competing

#	Standard Application Components	Description
		continuation, or supplemental application; the Business Official and Program Director/Principle Investigator (PD/PI) contact information ( <b>Part C</b> ); and your organization's nonprofit status ( <b>Part D, if applicable</b> ). All SAMHSA Notices of Award (NoAs) will be emailed by SAMHSA via NIH's eRA Commons to the Program Director/Principle Investigator (PD/PI), and Signing Official/Business Official (SO/BO).
4	Project/Performance Site Location(s) Form	The purpose of this form is to collect location information on the site(s) where work funded under this grant announcement will be performed.
5	Project Abstract Summary	Your total abstract must not be longer than 35 lines. It should include the project name, population(s) to be served (demographics and clinical characteristics), strategies/interventions, project goals and measurable objectives, including the number of people to be served annually and throughout the lifetime of the project, etc. In the first five lines or less of your abstract, write a summary of your project that can be used, if your project is funded, in publications, reports to Congress, or press releases.
6	Project Narrative Attachment	The Project Narrative describes your project. The application must address how your organization will implement and meet the goals and objectives of the program. You must attach the Project Narrative file (Adobe PDF format only) inside the Project Narrative Attachment Form.
7	Budget Justification and Narrative Attachment	You must include a detailed Budget Narrative in addition to the Budget Form SF-424A. In preparing the budget, adhere to any existing federal grantor agency guidelines, which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. The budget justification and narrative must be submitted as file <b>BNF</b> .
8	SF-424 B (Assurances for Non-Construction) Form	You must read the list of assurances provided on the SAMHSA website and check the box marked 'I Agree' before signing the first page (SF-424) of the application.
9	Disclosure of Lobbying Activities (SF-LLL) Form	Federal law prohibits the use of appropriated funds for publicity or propaganda purposes or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before Congress or state legislatures. You must sign and submit this form, if applicable.

#	Standard Application Components	Description
10	Other Attachments Form	Refer to the Supporting Documents below. Use the Other Attachments Form to attach all required additional/supporting documents listed in the table below.

### Supporting Documents

In addition to the Standard Application Components listed above, the following supporting documents are necessary for the review of your application. Supporting documents must be attached to your application. **For each of the following application components, attach each document (Adobe PDF format only) using the Other Attachments Form application package.**

#	Supporting Documents	Description
1	HHS 690 Form	Every grant applicant must have a completed <a href="#">HHS 690 form (PDF   291 KB)</a> on file with the Department of Health and Human Services.
2	Charitable Choice Form SMA 170	See Section IV-1 of the FOA to determine if you are required to submit Charitable Choice Form SMA 170.
3	Biographical Sketches and Job Descriptions	See <a href="#">Appendix E</a> of this document for additional instructions for completing these sections.
4	Additional Documents in the FOA	The FOA will indicate the attachments you need to include in your application.

### 4. SUBMIT APPLICATION

Applications are due by **11:59 PM** (Eastern Time) on **May 7, 2018**. **Application must be emailed to the Grants Management Specialist identified in Section VII. Agency Contacts.**

## **Appendix B - Formatting Requirements**

### **1. SAMHSA FORMATTING REQUIREMENTS**

SAMHSA's goal is to review all applications submitted for grant funding. However, this goal must be balanced against SAMHSA's obligation to ensure equitable treatment of applications. For this reason, SAMHSA has established certain formatting requirements for its applications. See below for a list of formatting requirements required by SAMHSA:

- Text must be legible. Pages must be typed in black, single-spaced, using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each. You may use Times New Roman 10 only for charts or tables.
- You must submit your application and all attached documents in Adobe PDF format.
- To ensure equity among applications, page limits for the Project Narrative cannot be exceeded.
- Black print should be used throughout your application, including charts and graphs (no color).
- The page limits for Attachments stated in the FOA: Section IV-1 should not be exceeded.

If you are submitting more than one application under the same announcement number, you must ensure that the Project Title in Field 15 of the SF-424 is unique for each submission.

## Appendix C - Developing Goals and Measureable Objectives

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable objectives. This appendix provides information on developing goals and objectives. It also provides examples of well-written goals and measurable objectives.

### **GOALS**

**Definition** – a goal is a broad statement about the long-term expectation of what should happen as a result of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence.

The characteristics of effective goals include:

- Goals address outcomes, not how outcomes will be achieved;
- Goals describe the behavior or condition in the community expected to change;
- Goals describe who will be affected by the project;
- Goals lead clearly to one or more measurable results; and
- Goals are concise.

### **Examples**

Unclear Goal	Critique	Improved Goal
Increase the substance abuse and HIV/AIDS prevention capacity of the local school district	This goal could be improved by <i>specifying an expected program effect in reducing a health problem</i>	Increase the capacity of the local school district to reduce high-risk behaviors of students that may contribute to substance abuse and/or HIV/AIDS
Decrease the prevalence of marijuana, alcohol, and prescription drug use among youth in the community by increasing the number of schools that implement effective policies, environmental change, intensive training of teachers, and educational approaches to address high-risk	This goal is not concise	Decrease youth substance use in the community by implementing evidence-based programs within the school district that address behaviors that may lead to the initiation of use.

behaviors, peer pressure, and tobacco use.		
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**OBJECTIVES**

**Definition** – Objectives describe the results to be achieved and the manner in which they will be achieved. Multiple objectives are generally needed to address a single goal. Well-written objectives help set program priorities and targets for progress and accountability. It is recommended that you avoid verbs that may have vague meanings to describe the intended outcomes, like “understand” or “know” because it may prove difficult to measure them. Instead, use verbs that document action, such as: “By the end of 2018, 75% of program participants will be *placed* in permanent housing.”

In order to be effective, objectives should be clear and leave no room for interpretation. **SMART** is a helpful acronym for developing objectives that are ***specific, measurable, achievable, realistic, and time-bound***:

**Specific** – Includes the “who” and “what” of program activities. Use only one action verb to avoid issues with measuring success. For example, “Outreach workers will administer the HIV risk assessment tool to at least 100 injection drug users in the population of focus” is a more specific objective than “Outreach workers will use their skills to reach out to drug users on the street.”

**Measurable** – How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change (e.g., to measure the percentage of increase or decrease). If you plan to use a specific measurement instrument, it is recommended that you incorporate its use into the objective. Example: By 9/18 increase by 10% the number of 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade students who disapprove of marijuana use as measured by the annual school youth survey.

**Achievable** – Objectives should be attainable within a given time frame and with available program resources. For example, “The new part-time nutritionist will meet with seven teenage mothers each week to design a complete dietary plan” is a more achievable objective than “Teenage mothers will learn about proper nutrition.”

**Realistic** – Objectives should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame. For example, “Two ex-gang members will make one school presentation each week for

two months to raise community awareness about the presence of gangs” is a more realistic objective than “Gang-related violence in the community will be eliminated.”

**Time-bound** – Provide a time frame indicating when the objective will be measured or a time by when the objective will be met. For example, “Five new peer educators will be recruited by the second quarter of the first funding year” is a better objective than “New peer educators will be hired.”

**Examples:**

Non-SMART Objective	Critique	SMART Objective
Teachers will be trained on the selected evidence-based substance abuse prevention curriculum.	The objective is not SMART because it is not <i>specific, measurable, or time-bound</i> . It can be made SMART by <i>specifically</i> indicating who is responsible for training the teachers, how many will be trained, who they are, and by when the trainings will be conducted.	<b><i>By June 1, 2018, LEA supervisory staff</i></b> will have trained <b><i>75% of health education teachers in the local school district</i></b> on the selected, evidence-based substance abuse prevention curriculum.
90% of youth will participate in classes on assertive communication skills.	This objective is not SMART because it is not <i>specific or time-bound</i> . It can be made SMART by indicating <i>who</i> will conduct the activity, <i>by when</i> , and <i>who</i> will participate in the lessons on assertive communication skills.	By the <b><i>end of the 2018 school year, district health educators</i></b> will have conducted classes on assertive communication skills for 90% of youth <b><i>in the middle school</i></b> receiving the <b><i>substance abuse and HIV prevention curriculum</i></b> .
Train individuals in the community on the prevention of prescription drug/opioid overdose-related deaths.	This objective is not SMART as it is not <i>specific, measurable or time-bound</i> . It can be made SMART by <i>specifically</i> indicating <i>who</i> is responsible for the training, <i>how many</i> people will be trained, <i>who</i> they are, and by	<b><i>By the end of year two of the project, the Health Department</i></b> will have trained <b><i>75% of EMS staff in the County Government</i></b> on the selected curriculum addressing the prevention of prescription drug/opioid overdose-related deaths.

	<i>when</i> the training will be conducted.	
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## Appendix D - Developing the Plan for Data Collection, Performance Assessment, and Quality Improvement

Information is provided in this Appendix about points that you should consider in responding to the criteria in Section D.

### **Data Collection**

In describing your plan for data collection, consider addressing the following points:

- The electronic data collection software that will be used;
- How often data will be collected;
- The organizational processes that will be implemented to ensure the accurate and timely collection and input of data;
- The staff that will be responsible for collecting and recording the data;
- The data source/data collection instruments that will be used to collect the data;
- How well the data collection methods will take into consideration the language, norms and values of the population(s) of focus;
- How will the data be kept secure;
- If applicable, how will the data collection procedures ensure that confidentiality is protected and that informed consent is obtained; and
- If applicable, how data will be collected from partners, sub-awardees.

It is not necessary to provide information related to data collection and performance measurement in a table but the following samples may give you some ideas about how to display the information.

*In Table 1 an example is provided about how information about the required performance measures could be displayed.*

**Table 1**

Performance Measures	Data Source	Data Collection Frequency	Responsible Staff for Data Collection	Method of Data Analysis

In Table 2, an example is provided about how information could be displayed about the data that will be collected to measure the objectives that are included in B.1

**Table 2**

Objective	Data Source	Data Collection Frequency	Responsible Staff for Data Collection	Method of Data Analysis
Objective 1.a				
Objective 1.b				

***Data Management, Tracking, Analysis, and Reporting***

Points to consider:

Data management:

- How data will be protected, including information about who will have access to data;
- How will data be stored?

Data tracking:

- The staff member who will be responsible for tracking the performance measures and measurable objectives.

Data analysis:

- Who will be responsible for conducting the data analysis, including the role of the Evaluator;
- What data analysis methods will be used?

Data reporting:

- Who will be responsible for completing the reports;

- How will the data be reported to staff, stakeholders, SAMHSA, Advisory Board, and other relevant project partners?

### ***Performance Assessment***

Points to consider:

- Information on how frequently performance data will be reviewed;
- How you will use this data to monitor and evaluate activities and processes and to assess the progress that has been made achieving the goals and objectives; and
- Who will be responsible for conducting the performance assessment?

### ***Quality Improvement***

Points to consider:

- If applicable, the QI model that will be used;
- How will the QI process be used to track progress;
- The staff members who will be responsible for overseeing these processes;
- How you will implement any needed changes in project implementation and/or project management;
  - What decision-making processes will be used;
  - When and by whom will decisions be made concerning project improvement;
  - What are the thresholds for determining that changes need to be made;
- Will the Advisory Board have a role in the QI process; and
- How will the changes be communicated to staff and/or partners/sub-awardees.

## **Appendix E – Biographical Sketches Descriptions**

Include position descriptions for the Program Director/Principle Investigator (PD/PI) and all key personnel. Position descriptions should be no longer than one page each.

For staff members who have been identified, include a biographical sketch for the Program Director/Principle Investigator (PD/PI) and other key positions. Each sketch should be two pages or less.

### **Biographical Sketch**

Existing curricula vitae of project staff members may be used if they are updated and contain all items of information requested below. You may add any information items listed below to complete existing documents. For development of new curricula vitae include items below in the most suitable format:

1. Name of staff member
2. Educational background: school(s), location, dates attended, degrees earned (specify year), major field of study
3. Professional experience
4. Honors received and dates
5. Recent relevant publications

### **Position Description**

1. Title of position
2. Description of duties and responsibilities
3. Qualifications for position
4. Supervisory relationships
5. Skills and knowledge required
6. Amount of travel and any other special conditions or requirements
7. Salary range
8. Hours per day or week

## Appendix F – Standard Funding Restrictions

HHS codified the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, 45 CFR Part 75. In Subpart E, cost principles are described and allowable and unallowable expenditures for HHS recipients are delineated. 45 CFR Part 75 is available at <http://www.samhsa.gov/grants/grants-management/policies-regulations/requirements-principles>. Unless superseded by program statute or regulation, follow the cost principles in 45 CFR Part 75 and the standard funding restrictions below.

SAMHSA grant funds must be used for purposes supported by the program and may not be used to:

- Exceed Salary Limitation. The Consolidated Appropriations Act, 2018 (Pub. L.115-141) signed into law on January 10, 2016, restricts the amount of direct salary that can be charged to SAMHSA grants and cooperative agreements to Executive Level II of the Federal Executive Pay scale. The Executive Level II salary per E.O. 13819 was increased to \$187,000 effective January 1, 2018. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to sub-awards under a SAMHSA grant or cooperative agreement.
- Pay for any lease beyond the project period.
- Provide services to incarcerated populations (defined as those persons in jail, prison, detention facilities, or in custody where they are not free to move about in the community).
- Pay for the purchase or construction of any building or structure to house any part of the program. (Applicants may request up to \$75,000 over the total project period for minor renovations and alterations of existing facilities only, if necessary and appropriate to the project).
- Pay for housing other than residential mental health and/or substance abuse treatment.
- Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision. (Expansion or enhancement of existing residential services is permissible).
- Provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.

- Pay for unallowable costs, such as meals, sporting events, and entertainment. Other sources of funds may be used for unallowable costs. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, or in-kind contributions.
- Make direct payments to individuals to induce them to enter prevention or treatment services. However, SAMHSA discretionary grant funds may be used for non-clinical support services (e.g., bus tokens, child care) designed to improve access to and retention in prevention and treatment programs.
- Make direct payments to individuals to encourage attendance and/or attainment of prevention or treatment goals. However, SAMHSA discretionary grant funds may be used for non-cash incentives of up to \$30 to encourage attendance and/or attainment of prevention or treatment goals when the incentives are built into the program design and when the incentives are the minimum amount that is deemed necessary to meet program goals. SAMHSA policy allows an individual participant to receive more than one incentive over the course of the program. However, non-cash incentives should be limited to the minimum number of times deemed necessary to achieve program outcomes. A recipient or treatment or prevention provider may also provide up to \$30 cash or equivalent (coupons, bus tokens, gifts, child care, and vouchers) to individuals as incentives to participate in required data collection follow up. This amount may be paid for participation in each required interview.
- Meals are generally unallowable unless they are an integral part of a conference grant or specifically stated as an allowable expense in the NOFO. Grant funds may be used for light snacks, not to exceed \$3.00 per person.
- Pay for pharmaceuticals for HIV antiretroviral therapy, sexually transmitted diseases (STD)/sexually transmitted illnesses (STI), tuberculosis (TB), and hepatitis B and C, or for psychotropic drugs.

## **Appendix G– Administrative and National Policy Requirements**

If your application is funded, you must comply with all terms and conditions of the NoA. SAMHSA’s standard terms and conditions are available on the SAMHSA website at <http://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

### HHS Grant Regulations

If your application is funded, you must also comply with the requirements outlined in 45 CFR Part 75, available at <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=4d52364ec83fab994c665943dadf9cf7&ty=HTML&h=L&r=PART&n=pt45.1.75>. For more information see the SAMHSA website at <http://www.samhsa.gov/grants/grants-management/policies-regulations/requirements-principles>

### HHS Grants Policy Statement (GPS)

If your application is funded, you are subject to the requirements of the HHS Grants Policy Statement (GPS) that are applicable based on recipient type and purpose of award. This includes any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.samhsa.gov/grants/grants-management/policies-regulations/hhs-grants-policy-statement>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the NoA).

### Additional Terms and Conditions

Depending on the nature of the specific funding opportunity and/or your proposed project as identified during review, 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; or revised budget and narrative justification.

### Performance Goals and Objectives

If your application is funded, you will be held accountable for the information provided in the application relating to performance targets. SAMHSA 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.

### Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Recipients of Federal Financial Assistance (FFA) from HHS must administer their programs in compliance with federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age and, in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. See <http://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/index.html>. The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. See <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>; and <http://www.hhs.gov/civil-rights/for-providers/index.html>. Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. See <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>. Contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at <https://www.hhs.gov/ocr/about-us/contact-us/index.html> or call 1-800-368-1019 or TDD 1-800-537-7697. Also note it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

### Cultural and Linguistically Appropriate Services

Recipients of federal financial assistance (FFA) from HHS serve culturally and linguistically diverse communities that are not just defined by race or ethnicity, but also socio-economic status, sexual orientation, gender identity, physical and mental ability, age, and other factors. Organizational behaviors, practices, attitudes, and policies across all SAMHSA-supported entities respect and respond to the cultural diversity of communities, clients and students served.

If your application is funded, you must ensure access to quality health care for all. Quality care means access to services, information, and materials delivered by trained providers in a manner that factors in the language needs, health literacy, culture, and diversity of the populations served. Quality also means that data collection instruments used should adhere to culturally and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services (CLAS) published by the U.S. Department of Health and Human Services at <https://www.thinkculturalhealth.hhs.gov/>. Additional

cultural/linguistic competency and health literacy tools, and resources are available online at <http://www.samhsa.gov/capt/applying-strategic-prevention/cultural-competence>

### Acknowledgement of Federal Funding

As required by HHS appropriations acts, all HHS recipients must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds. Recipients are required to state (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

### Federal Recognition of Same-Sex Spouses/Marriages

A special term of award may be included in the final NoA that states: “On June 26, 2013, in United States v. Windsor, the Supreme Court held that section 3 of the Defense of Marriage Act (DOMA), which prohibited federal recognition of same-sex marriages, was unconstitutional. As a result of that decision and consistent with HHS policy, SAMHSA recognizes same-sex marriages and same-sex spouses on equal terms with opposite sex-marriages and opposite-sex spouses, regardless of where the couple resides. On June 26, 2015, in Obergefell v. Hodges, the Court held that the Fourteenth Amendment requires a State to license a marriage between two people of the same sex and to recognize a marriage between two people of the same sex when their marriage was lawfully licensed and performed out-of-state. Consistent with both of these decisions, you must treat as valid the marriages of same- sex couples. This policy does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under state law as something other than a marriage.”

### Supplement Not Supplant

Grant funds may be used to supplement existing activities. Grant funds may not 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.

### Mandatory Disclosures

A term may be added to the NoA which states: “Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Sub-recipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

SAMHSA  
Attention: Office of Financial Advisory Services

5600 Fishers Lane  
Rockville, MD 20857

**AND**

U.S. Department of Health and Human  
Services Office of Inspector General  
ATTN: Mandatory Grant Disclosures, Intake  
Coordinator  
330 Independence Avenue, SW, Cohen Building  
Room 5527  
Washington, DC 20201

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or email:

[MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321)."

**System for Award Management (SAM) Reporting**

A term may be added to the NoA that states: "In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000, must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a federal award that reached final disposition within the most recent five-year period. The recipient also must make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75."

**Drug-Free Workplace**

A term may be added to the NoA that states: "You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of part 382, which adopts the Government-wide implementation (2 CFR part 182) of section 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707)."

### Smoke-Free Workplace

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law (P.L.) 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

### Standards for Financial Management

Recipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75. The financial systems must enable the recipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

SAMHSA funds must retain their award-specific identity – they may not be commingled with state funds or other federal funds. [“Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds for any expenditure.]

### Trafficking in Persons

Awards issued by SAMHSA are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

NOTE: The signature of the AOR on the application serves as the required certification of compliance for your organization regarding the administrative and national policy requirements.

### Publications

Recipients are required to notify the Government Project Officer (GPO) and SAMHSA's Publications Clearance Officer (240-276-2130) of any materials based on the SAMHSA-funded grant project that are accepted for publication. In addition, SAMHSA requests that recipients:

- Provide the GPO and SAMHSA Publications Clearance Officer with advance copies of publications
- Include acknowledgment of the SAMHSA grant program as the source of funding for the project.

- Include a disclaimer stating that the views and opinions contained in the publication do not necessarily reflect those of SAMHSA or the U.S. Department of Health and Human Services, and should not be construed as such. SAMHSA reserves the right to issue a press release about any publication deemed by SAMHSA to contain information of program or policy significance to the substance abuse treatment/substance abuse prevention/mental health services community.

## Appendix H – Sample Budget and Justification (no match required)

All applications must have a detailed budget justification and narrative that explains the federal and the non-federal expenditures broken out by the object class cost categories listed on SF-424A – Section B (Budget Category) for non-construction awards.

- The budget narrative must match the costs identified on the SF-424A form and the total costs on the SF-424.
- The Budget Narrative and justification must be consistent with and support the Project Narrative.
- The Budget Narrative and justification must be concrete and specific. It must provide a justification for the basis of each proposed cost in the budget and how that cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, historical records. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported activity.

Refer to the program specific Funding Restrictions/Limitations and the Standard Funding Restrictions in the FOA, as well as to 45 CFR Part 75 (<https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>), for applicable administrative requirements and cost principles.

**A SAMPLE BUDGET AND NARRATIVE JUSTIFICATION ARE PROVIDED AS WELL AS INSTRUCTIONS FOR COMPLETING THE SF-424A. YOU ARE STRONGLY ENCOURAGED TO USE THE SAMPLE BUDGET NARRATIVE STRUCTURE AS APPLICABLE. A SAMPLE OF A COMPLETED SF-424A IS PROVIDED AT THE END OF THIS APPENDIX.**

### A. Personnel

**Provide the following information for the budget narrative and justification:**

1. **Position** – Provide the title of the position and an explanation of the roles and responsibilities of the position as it relates to the objectives of the award supported project.
  - a. The position must be relevant and allowable under the project.
  - b. The salaries of facilities and administrative (F&A) administrative and clerical staff are normally treated as indirect costs (45 CFR §75.413c). Direct charging of these costs may be appropriate only if all of the following conditions are met:
    - i. administrative/clerical services are directly integral to a project or activity;
    - ii. individuals involved can be specifically identified with the project or activity; and
    - iii. the costs are not also claimed as indirect costs.

2. **Name** – The name of the individual to serve in the position. If the position is vacant, identify the anticipated hire date.
  - a. If the position is being performed by someone other than a full-time, part-time, or temporary employee of the applicant organization (e.g., consultant or contractor), the grant-supported position should be listed under the contracts category.
3. **Key Personnel** – Identify if the position is key personnel required by the FOA:
  - a. Key staff positions require prior approval by SAMHSA after review of credentials and job descriptions.
4. **Salary/Rate** – The estimated annual salary or rate. If providing a rate, specify the time basis (e.g., hourly, weekly).
  - a. Salaries should be comparable to those within your organization.
  - b. If the position is not being charged to the Federal award, but the individual is working on the project identify the salary/rate as an “in-kind” cost.
5. **Level of Effort (LOE)** – The level of effort (percentage of time) that the position contributes to the project.
  - a. Personnel cannot exceed 100% of their time on all active projects (including other Federal awards).
  - b. You should ensure the cost of living increase is built into the budget and justified.
6. **Total Salary** – The total salary/amount each position is paid based on their contribution to the project.
  - a. If the position is not being charged to the Federal award, identify the cost as \$0.

The key staff positions identified in Section I-2 Expectations must be included in the Personnel section and/or the Contractual Section (F). In addition, the Program Director/Principle Investigator (PD/PI) must be the same as the Program Director/Principle Investigator (PD/PI) listed on the HHS Checklist.

## FEDERAL REQUEST – Sample Personnel Narrative

Position (1)	Name (2)	Key Staff (3)	Annual Salary/Rate (4)	Level of Effort (5)	Total Salary Charge to Award (6)
(1) Program Director/Principle Investigator (PD/PI)	Alice Doe	Yes	\$64,890	10%	\$6,489
(2) Program Coordinator	Vacant, to be hired within 60 days of anticipated award date	No	\$46,276	100%	\$46,276
(3) Clinical Director	Jane Doe	No	In-kind cost	20%	0
<b>FEDERAL REQUEST</b> (enter in Section B column 1, line 6a of SF-424A)					<b>\$52,765</b>

## FEDERAL REQUEST – Sample Justification for Personnel

1. The Program Director/Principle Investigator (PD/PI) will provide daily oversight of the grant. This position is responsible for overseeing the implementation of the project activities, internal and external coordination, developing materials, and conducting meetings.
2. The Program Coordinator will coordinate project service and activities, including training, communication and information dissemination.

### B. Fringe Benefits

Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages. Fringe benefits charged to an award must comply with HHS regulations at 45 CFR §75.431 (<https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>).

#### Provide the following information for the narrative and justification:

1. **Position** – The title of the position being charged to the award to which the fringe rate is being applied.
2. **Name** – The name of the individual associated with the position (note if the position is vacant.)
3. **Rate** – The total fringe benefit rate used and a clear description of how the computation of fringe benefits was done.

- a. The justification must detail the elements that comprise the fringe benefits, e.g., FICA, worker's compensation. If a fringe benefit rate is not used, you should explain how the fringe benefits were computed for each position.
4. **Total Salary Charged to Award** – Use the amount provided under section A. Personnel (6).
5. **Total Fringe Charged to Award** – Provide total fringe amount based on the rate applied to the total salary charted to the award.
  - a. Fringe benefits charged to the award can only reflect the percentage of time devoted to the project.
  - b. Do not combine the fringe benefit costs with direct salaries and wages in the personnel category.

**FEDERAL REQUEST - Sample Fringe Benefits Narrative**

Position (1)	Name (2)	Rate (3)	Total Salary Charged to Award (4)	Total Fringe Charged to Award (5)
Program Director/Principle Investigator (PD/PI)	Alice Doe	29.65%	\$6,489	\$1,924
Program Coordinator	Vacant, to be hired within 60 days of anticipated award date.	29.65%	\$46,276	\$13,720
<b>FEDERAL REQUEST</b> (enter in Section B column 1, line 6b of SF-424A)				<b>\$15,644</b>

**FEDERAL REQUEST – Sample Justification for Fringe Benefits**

XYZ organization's Fringe benefits are comprised of:

Fringe Category	Rate
Retirement	10%
FICA	7.65%
Insurance	6%
Social Security	6%
Total	29.65%

The fringe benefit rate for full-time employees for years one and two is calculated at 29.65%. For years three, four, and five is anticipated to increase to 31%.

## C. Travel

**Travel costs charged to an award must comply with HHS regulations at 45 CFR §75.474.** If your organization does not have documented travel policies, the federal GSA rates must be used (<https://www.gsa.gov/portal/category/26429>). If specific travel details are unknown, the basis for proposed costs should be explained (e.g., historical information).

Funds requested in the travel category should be only for project staff. Travel for consultants and contractors should be shown in the “Contract” cost category along with consultant/contractor fees. Because these costs are associated with contract-related work, they must be billed under the “Contract” cost category. Travel for training participants, advisory committees, and review panels should be itemized the same way as in this section but listed in the “Other” cost category.

### Provide the following information for the narrative and justification:

1. **Purpose** – Briefly note the purpose of the travel, e.g., regional conference, training, site visit.
  - a. The justification must identify the need for the travel if the travel is not specifically required by the FOA.
  - b. The narrative description should include the purpose, why it is necessary and directly relates to the scope of work, number of trips planned, staff that will be making the trip, and approximate dates.
2. **Location** – specify the start and end locations of the trip
3. **Item** – specify the costs associated with travel, e.g., mode of transportation accommodations, per diem.
4. **Rate Calculation** – specify the basis for the travel costs.
  - a. For mileage, specify the number of miles and the cost per mile. For air transportation, specify the cost. For per diem, specify the number of days and daily cost. For lodging, specify the number of nights and daily cost.
  - b. Costs for contingencies and miscellaneous costs are not allowable.
5. **Travel Cost Charged to Award** – provide the total cost of the travel to be charged to the award during the budget period.

### FEDERAL REQUEST – Sample Travel Narrative

Purpose (1)	Destination (2)	Item (3)	Calculation (4)	Travel Cost Charged to the Award (5)
Mandatory Recipient Conference	Chicago, IL to Washington D.C.	Airfare	\$200/flight x 2	\$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

Purpose (1)	Destination (2)	Item (3)	Calculation (4)	Travel Cost Charged to the Award (5)
Local Travel		Mileage	3,000 miles @.38/mile	\$1,140
<b>FEDERAL REQUEST</b> - (enter in Section B column 1, line 6c of SF-424A)				<b>\$2,444</b>

**FEDERAL REQUEST: Sample Justification for Travel**

1. Two staff (Program Director/Principle Investigator (PD/PI) and Evaluator) to attend mandatory recipient meeting in Washington, D.C.
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 reimbursement rate.

**D. Equipment**

Equipment is a single item of tangible, nonexpendable, personal property that has a useful life of more than one year and a value of \$5,000 or more (or a cost capitalization threshold established by the applicant organization that is less). For example, an applicant may classify equipment at \$1,500 with a useful life of a year.

**Provide the following information for the narrative and justification:**

1. **Item(s)** – Describe the equipment item(s) being purchased. The justification must relate the use of each item to the scope of work and implementation of specific program objectives.
2. **Quantity** – Identify the number of items to be purchased.
3. **Amount** – The total cost of purchase or lease the equipment.
  - a. The justification should include the basis of how costs were estimated, e.g., fair market value, cost quotes.
  - b. The justification should include a lease versus purchase analysis, or a statement addressing if it is feasible and/or cost effective to lease versus purchase.
4. **Percentage Charged to the Award** – The percentage of equipment’s value to be charged to the award
5. **Total Charged to the Award** – The total cost of the equipment to that will be charged to the award.

**FEDERAL REQUEST – Sample Equipment Narrative**

Item(s) (1)	Quantity (2)	Amount (3)	% Charged to the Award (4)	Total Cost Charged to the Award (5)
FEDERAL REQUEST – (enter in Section B column 1, line 6d of SF-424A)				<b>\$0</b>

**E. Supplies**

Supplies are items costing less than \$5,000 per unit (federal definition), often having one-time use.

**Provide the following information for the narrative and justification:**

1. **Items** – list supplies by type, e.g., office supplies, postage, laptop computers.
  - a. The justification must include an explanation of the type of supplies to be purchased and how it relates back to meeting the project objectives.
2. **Calculation** – describe the basis for the cost, specifically the unit cost of each item, number needed and total amount.
3. **Supply Cost Charged to the Award** – provide the total cost of the supply items to be charged to the award during the budget period.

**FEDERAL REQUEST – Sample Supplies Narrative**

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Postage	\$37/mo. x 8 mo.	\$296
Laptop Computer	1 x \$900	\$900
Printer	1 x \$300	\$300
Projector	1 x \$900	\$900
Copies	8000 copies x .10/copy	\$800
FEDERAL REQUEST – (enter in Section B column 1, line 6e of SF-424A)		<b>\$3,796</b>

## FEDERAL REQUEST – Sample Justification for Supplies

1. Office supplies, copies and postage are needed for general operation of the project.
2. The laptop computer and printer are needed for both project work and presentations for Program Director/Principle Investigator (PD/PI).
3. The projector is needed for presentations and workshops. All costs were based on retail values at the time the application was written.

## F. Contract

List the budgets for each sub-award, contract, consultant, or consortium agreement. Please note the differences between sub-awards, contracts, consultants, and consortium agreements:

- **Sub-recipient** means a non-Federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal award, including a portion of the scope of work or objectives. Grant recipients are responsible for ensuring that all sub-recipients comply with the terms and conditions of the award, per 45 CFR §75.101.
- **Contracts** are a legal instrument by which the grant recipient purchases good and services needed to carry out the project or program under a Federal award. Contracts include vendors (dealer, distributor or other sellers) that provide, for example, supplies, expendable materials, or data processing services in support of the project activities. The grant recipient must have established 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. Per 45 CFR §75.2, when the substance of a contract meets the definition of sub-award, it must be treated as a sub-award.
- **Consortium Agreements** are between entities (which may or may not include the grant recipient) working collaboratively on an award supported project. They address the roles, responsibilities, implementation, and rights and responsibilities between entities collaborating on an award.
- **Consultants** are individuals retained to provide professional advice or services for a fee. Travel for consultants and contractors should be shown in this category along with consultant/contractor fees.

### Provide the following information for the narrative and justification:

1. **Name** – Provide the name of the entity and identify if it is a sub-recipient, contractor, or consultant.
2. **Service** – Identify the products or services to be obtained.
  - a. As part of the justification provide a summary of the scope of work, the specific tasks to be performed, the necessity of the task for each sub-award or contract as it relates to the Project Narrative. Include the dates/length for

the performance period. NOTE: costs that are outside the period of performance of the award cannot be charged to the award.

3. **Rate** – provide an itemized line item breakdown.
  - a. If applicable, include any indirect costs paid under a sub-award and the indirect cost rate used. Do not incorporate sub-recipient, contract, or consultant indirect costs under the indirect costs line item for the grantee/recipient on the SF-424A and Section J of the budget narrative/justification.
4. **Contract Costs Charged to the Award** – Provide the total of the sub-recipient, consultant, or contract costs to be charged to the award during the budget period.

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

**FEDERAL REQUEST – Sample Contracts Narrative**

Name (1)	Service (2)	Rate (3)	Other	Cost (4)
(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
(3) John Smith (Case Manager)	Treatment Client Services	1FTE @ \$27,000 + Fringe Benefits of \$6,750 = \$33,750	*Travel at 3,126 @ .50 per mile = \$1,563 *Training course \$175 *Supplies @ \$47.54 x 12 months or \$570 *Telephone @ \$60 x 12 months = \$720 *Indirect costs = \$9,390 (negotiated with contractor)	\$46,168
(4) Jane Smith	Evaluator	\$40 per hour x 225 hours	12 month period	\$9,000

Name (1)	Service (2)	Rate (3)	Other	Cost (4)
(5) To Be Announced	Marketing Coordinator	Annual salary of \$30,000 x 10% level of effort		\$3,000
<b>FEDERAL REQUEST – (enter in Section B column 1, line 6f of-424A)</b>				<b>\$86,998</b>

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

**FEDERAL REQUEST – Sample Justification for Contracts**

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. Client treatment services to be provided are based on organizational history of expenses.
3. The Case Manager is vital to providing client services related to the program and leading to successful outcomes.
4. The Evaluator is an experienced individual (Ph.D. level) with expertise in substance abuse, research and evaluation, is knowledgeable about the population of focus, and will be responsible for all data collection and reporting.
5. The Marketing Coordinator will develop a plan for public education and outreach efforts to engage clients in the community about recipient activities; and provide presentations at public meetings and community events to stakeholders, community civic organizations, churches, agencies, family groups and schools.

**G. Construction**

**Construction or major alternation and renovation are not authorized under this program. Leave this section blank on line 6g of the SF-424A.** Such activities are allowable only when program legislation includes specific authority for construction. If requesting consideration of minor alteration and renovation, provide those costs under the “Other” cost category (line 6h of the SF-424A and Section H of the budget narrative/justification).

**H. Other**

This category addresses any costs not included in of the other cost categories. Costs that fall under “Other” would include:

- Minor alteration and renovation (Minor A & R)
  - Minor A & R is defined as work that changes the interior arrangement or other physical characteristics of an existing facility or installed equipment so that it can be used more effectively for its currently designed purpose or adapted to an alternative use to meet a programmatic requirement. Alteration and renovation may include work referred to as improvements,

conversion, rehabilitation, or remodeling, but is distinguished from new facility construction, facility expansion, or major alterations and renovation where the total Federal and non-Federal costs, excluding moveable equipment (equipment that is not permanently affixed), exceeds \$500,000.

- No more than \$75,000 in Federal funds over the total period of performance may be used to support minor A&R activities, and such requested must be submitted to the GMS for formal prior approval. SAMHSA grant funds cannot be used to support the construction, expansion or major alternation and renovation of facilities. If the proposed project is part of a larger overall project that exceeds \$500,000, it may not be artificially segmented to achieve the cost threshold.

- Rent
- Client incentives
- Telephone
- Travel for training participants, advisory committees, and review panels
- Training activities (except costs for consultant and/or contractual).

**Provide the following information for the narrative and justification:**

1. **Item** – List items by type of material or nature of expense. In the justification, explain the necessity of each cost for successful implementation and completion of the project.
2. **Rate** – Break down costs by quantity and cost per unit as applicable.

**NOTE:** Rent costs must be submitted with the following information:

- The individual cost items that make up the total cost of the building
- The methodology used to allocate the costs to the programs or activities operating in the building
- Rent Questions Worksheet  
<https://www.samhsa.gov/sites/default/files/rentquestionsworksheet.docx>
- Supporting documentation

3. **Costs Charged to the Award** – provide the costs charged to the award.

**FEDERAL REQUEST – Sample Narrative for “Other”**

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
<b>FEDERAL REQUEST (enter in Section B column 1, line 6h of SF-424A)</b>		<b>\$15,815</b>

## FEDERAL REQUEST – Sample Justification for Other

1. Costs related to office space are typically included in the indirect cost rate agreement. However, if other rental costs for service site(s) are necessary for the project, they 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. Additionally, the lease and floor plan (including common areas) are required for all projects allocating rent costs.**

2. The monthly telephone costs reflect the percent of effort for the personnel listed in this application for the SAMHSA project only.
3. The \$10 incentive is needed to meet program goals in order to encourage attendance and follow-up with 278 clients.  
Brochures will be used at various community functions, such as health fairs and exhibits.

### I. Total Direct Charges

<b>FEDERAL REQUEST – TOTAL DIRECT CHARGES - Section B column 1, line 6i of SF-424A</b> (The Total Direct Charges will sum automatically on the form)	<b>\$177,462</b>
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### J. Indirect Cost Rate

Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified with an individual project or program but are necessary to the operations of the organization. Indirect costs may be charged to the award if:

- The applicant has a Federally approved indirect cost rate
- The applicant has never received a negotiated indirect cost rate and elects to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which can be used indefinitely for all awards until an indirect cost rate is approved. If the de minimis rate is proposed the applicant must clearly state in their justification that they have never received a negotiated IDC rate and are electing to charge a de minimis rate of 10% of modified total direct costs (MTDC).

The MTDC indirect cost rate may be applied to:

- All direct salaries and wages charged to the award;
- Applicable fringe benefits;
- Materials and supplies;
- Services;
- Travel; and

- Sub-contracts (first \$25,000 of each sub-contract)

The MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition reimbursement, scholarships and fellowships, participant support costs, and the portion of each sub-award in excess of \$25,000.

- If the FOA is for a training grant or cooperative agreement, the indirect cost rate is limited to **8 percent**. Please refer to 45 CFR §75.414 at [https://www.ecfr.gov/cji-bin/text-idx?node=pt45.1.75#se45.1.75\\_12](https://www.ecfr.gov/cji-bin/text-idx?node=pt45.1.75#se45.1.75_12), for more information about indirect costs and facilities and administrative costs.

**Provide the following information for the narrative and justification:**

- 1. Calculation** – Briefly summarize type of indirect cost rate.
  - a. Attach a copy of the current fully executed, negotiated agreement indirect cost rate agreement. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a proposal (2 CFR §200.414). The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s).
- 2. Indirect Cost Charged to the Award** – list the total indirect costs that will be charged to the award. Costs must be calculated using the correct indirect cost base award (the categories of costs to which the indirect cost rate is applied).

Calculation (1)	Indirect Cost Charged to the Award (2)
Organization's Indirect Cost Rate of 10% ( <b>10%</b> of personnel and fringe - <b>.10 x \$68,409</b> )	\$6,841
<b>FEDERAL REQUEST – (enter in Section B column 1, line 6j of-SF-424A)</b>	<b>\$6,841</b>

<b>FEDERAL REQUEST – TOTALS (6k) will sum automatically on the SF-424A</b>
<p><b>ADDITIONAL INSTRUCTIONS ON COMPLETING THE SF- 424A</b></p> <p>In <b>Section A</b>, Use the first row only (Line 1) to report the total federal (e) funds and non-federal (f) funds requested for the <b>first year</b> of your project only.</p> <p>In <b>Section B</b>, Use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the <b>first year</b> of your project only. This total amount in 6k should be the same as the Total Federal Request for Year 1 entered on Line 1, Column (e) of Section A.</p>

In **Section C**, if applicable, enter the funding/resources that your organization will contribute (Applicant) as well as support you expect to receive from the State or other sources. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-federal means. [See [Appendix G](#) – Standard Funding Restrictions for information on allowable costs.]

In **Section D** Line 13, the funds needed for each quarter should be entered. The amount entered in “Total for First Year” should be the same as the amount entered in Column 1, Line 6k in Section B. Enter the amount for each quarter. The total in column 1 will sum automatically. Use the first row for federal funds and the second row for non-federal funds.

In **Section E**, the funds being requested for Years 2, 3, 4, and 5 should be entered. For example, Year 2 will be entered in column (b), Year 3 in column (c), etc.

A sample of a completed SF-424A is included at the end of this appendix.

**Provide the total proposed project period and federal funding as follows:**

**Proposed Project Period**

- a. Start Date: 09/30/2018                      b. End Date: 09/29/2023

**BUDGET SUMMARY** (should include future years and projected total)

<b>Category</b>	<b>Year 1</b>	<b>Year 2*</b>	<b>Year 3*</b>	<b>Year 4*</b>	<b>Year 5*</b>	<b>Total Project Costs</b>
Personnel	\$52,765	\$54,348	\$55,978	\$57,658	\$59,387	\$280,136
Fringe	\$15,644	\$16,114	\$17,353	\$17,873	\$18,409	\$85,393
Travel	\$2,444	\$1,140	\$2,444	\$1,140	\$1,375	\$8,543
Equipment	0	0	0	0	0	0
Supplies	\$3,796	\$3,796	\$3,796	\$3,796	\$3,796	\$18,980
Contractual	\$86,998	\$86,998	\$86,998	\$86,998	\$86,998	\$434,990
Other	\$15,815	\$13,752	\$11,629	\$9,440	\$7,187	\$57,823
<b>Total Direct Charges</b>	<b>\$177,462</b>	<b>\$176,148</b>	<b>\$178,198</b>	<b>\$176,905</b>	<b>\$177,152</b>	<b>\$885,865</b>
Indirect Charges	\$6,841	\$7,046	\$7,333	\$7,553	\$7,780	\$36,553
<b>Total Project Costs</b>	<b>\$184,303</b>	<b>\$183,194</b>	<b>\$185,531</b>	<b>\$184,458</b>	<b>\$184,932</b>	<b>\$922,418</b>

**\*FOR REQUESTED FUTURE YEARS:**

1. Justify and explain any changes to the budget that differ from the amounts reported in the Year 1 Budget Summary.
2. If a cost of living adjustment (COLA) is included in future years, provide your organization's personnel policy and procedures which states that all employees within the organization will receive a COLA.

In Section IV-3 of the FOA, any funding limitations or restrictions for the project will be specified. If there are limitations, include a narrative and separate budget for each year of the grant that shows the percent of the total grant award that will be used in the area where there is a limitation. For example, most FOAs include funding limitations for data collection and performance assessment. A sample budget for this area is shown below.

<b>Data Collection &amp; Performance Measurement</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total Data Collection &amp; Performance Measurement Costs</b>
Personnel	\$6,700	\$6,700	\$6,700	\$6,700	\$6,700	\$33,500
Fringe	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$12,000
Travel	\$100	\$100	\$100	\$100	\$100	\$500
Equipment	0	0	0	0	0	0
Supplies	\$750	\$750	\$750	\$750	\$750	\$3,750
Contractual	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$120,000
Other	0	0	0	0	0	0
<b>Total Direct Charges</b>	<b>\$33,950</b>	<b>\$33,950</b>	<b>\$33,950</b>	<b>\$33,950</b>	<b>\$33,950</b>	<b>\$169,750</b>
Indirect Charges	\$910	\$910	\$910	\$910	\$910	\$4,550
<b>Total Data Collection &amp; Performance Measurement Charges</b>	<b>\$34,860</b>	<b>\$34,860</b>	<b>\$34,860</b>	<b>\$34,860</b>	<b>\$34,860</b>	<b>\$174,300</b>

The percentage of the budget that will be spent on data collection and performance measurement does not exceed 20% for any budget period. Maximum percentage for any budget period is 18.9% (\$34,860/\$184,303 – Year 1).

A sample budget for funding limitations related to infrastructure development is shown below.

<b>Infrastructure Development</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total Infrastructure Costs</b>
Personnel	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$11,250
Fringe	\$558	\$558	\$558	\$558	\$558	\$2,790
Travel	0	0	0	0	0	0
Equipment	\$15,000	0	0	0	0	\$15,000
Supplies	\$1,575	\$1,575	\$1,575	\$1,575	\$1,575	\$7,875
Contractual	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Other	\$1,617	\$2,375	\$2,375	\$2,375	\$2,375	\$11,117
<b>Total Direct Charges</b>	<b>\$26,000</b>	<b>\$11,758</b>	<b>\$11,758</b>	<b>\$11,758</b>	<b>\$11,758</b>	<b>\$73,032</b>
Indirect Charges	\$280	\$280	\$280	\$280	\$280	\$1,400
<b>Total Infrastructure Costs</b>	<b>\$26,280</b>	<b>\$12,038</b>	<b>\$12,038</b>	<b>\$12,038</b>	<b>\$12,038</b>	<b>\$74,432</b>

The maximum percentage of the budget that will be spent on infrastructure development for any budget period is 14.2% (\$26,280/\$184,303 – Year 1).

## **SAMPLE OF COMPLETED SF-424A**

### **SECTION A – BUDGET SUMMARY**

Grant Program Function or Activity  (a)	Catalog of Federal Domestic Assistance Number  (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal  (c)	Non-Federal  (d)	Federal  (e)	Non-Federal  (f)	Total  (g)
1. Title of FOA	93.243			\$184,303		\$184,303
2.						
3.						
4.						
5. Totals				\$184,303		\$184,303

Standard Form 424A

**SECTION B – BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY				Total  (5)
	(1) Title of FOA	(2)	(3)	(4)	
a. Personnel	\$52,765				\$52,765
b. Fringe Benefits	\$15,644				\$15,644
c. Travel	\$2,444				\$2,444
d. Equipment	\$0				\$0
e. Supplies	\$3,796				\$3,796
f. Contractual	\$86,998				\$86,998
g. Construction	\$0				\$0
h. Other	\$15,815				\$15,815
i. Total Direct	\$177,462				\$177,462

6. Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY				Total (5)
	(1) Title of FOA	(2)	(3)	(4)	
Charges (sum 6a-6h)					
j. Indirect Charges	\$6,841				\$5,6,841
k. TOTALS (sum of 6i and 6j)	\$184,303				\$184,303
7. Program Income					

Standard Form 424A

SECTION C – NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Title of FOA					
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D – FORECASTED CASH NEEDS					
13. Federal	Totals for 1 <sup>st</sup> Year	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
	\$184,303	\$46,075	\$46,076	\$46,076	\$46,076
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$184,303	\$46,075	\$46,076	\$46,076	\$46,076
SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
			FUTURE FUNDING PERIODS		

**SECTION C – NON-FEDERAL RESOURCES**

(a) Grant Program	(a) First	(b) Second	(c) Third	(d) Fourth
16. Title of FOA	\$184,498	\$185,531	\$185,762	\$186,001
17.				
18.				
19.				
20. TOTAL (Sum of lines 16-19)	\$184,194	\$185,531	\$184,458	\$184,932

**SECTION F – OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	