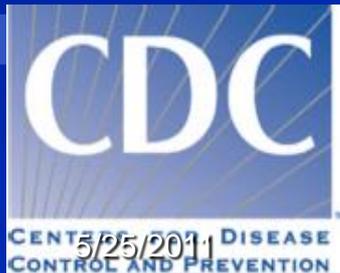


The Centers for Disease Control and Prevention

May 19, 2011

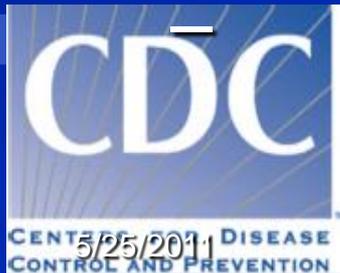
Jeff Napier, Branch Chief
Emergency Preparedness & Response

Kaleema O. Muhammad
Grants Management Specialist



This Overview Will Cover Best Practices for:

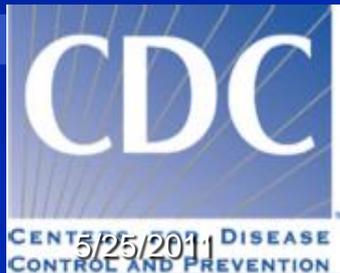
- Finding & Reviewing The Funding Opportunity Announcement
- Writing A Winning Proposal
- Receipt and Management of Your Award



The Procurement and Grants Office (PGO)

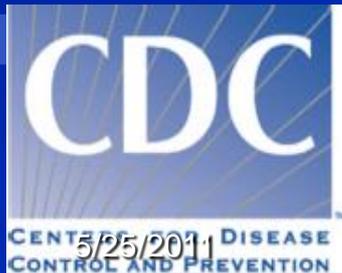
Business conduit for all Program Requirements

- Negotiate, award, administer, and close out all Grants and Cooperative Agreements
- Review and approve all financial requests and payments
- Ensure compliance with applicable Statutes, Regulations and Policies
- Serves as the Official Receipt Office for ALL official communications and contacts with Recipients



Roles and Responsibilities

- Grants Management Officer (GMO) – sole approving official authorized to obligate funds for grant and cooperative agreement actions on behalf of the Government
- Grants Management Specialist (GMS) - primary point of contact for all business management, funding, and regulatory/policy issues regarding a grant; receives and processes all official requests

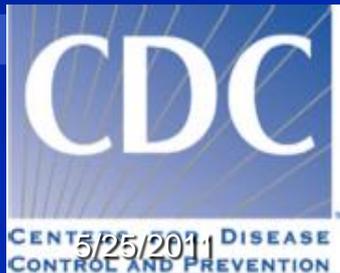


Roles and Responsibilities

- Project Officer (PO) - Defines programmatic objectives, provides advice on the scientific/technical/programmatic suitability of applications for funding
- Recipient – Authorized Organizational Representatives (AORs), Principal Investigator/Program or Project Director and Business Office Representative have various roles and are responsible for and must adhere to applicable Federal statutes, regulations, and policies.



Finding and Reviewing the Funding Opportunity Announcements (FOA)



Overview:

1. Search www.grants.gov and select the funding opportunity announcement (FOA).
2. Read the full announcement document.

Sign-up for e-mail notifications!

3. **Fully register and/or update registration for your organization with Dun & Bradstreet, CCR & Grants.gov.**
4. Download and complete the application package for the selected opportunity.
5. Submit the application through www.grants.gov as early as possible, then track your application.



Less Than Maximum Competition

Limited Eligibility

Limited Competition

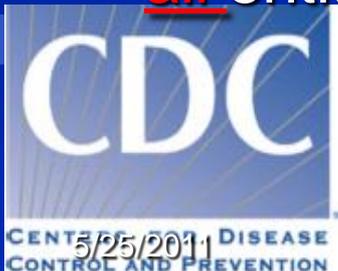
Justification Template-

- Ex: “Limited competition” refers to a competing funding opportunity that limits the eligibility to compete to more than one entity but less than all entities.

Single Eligibility

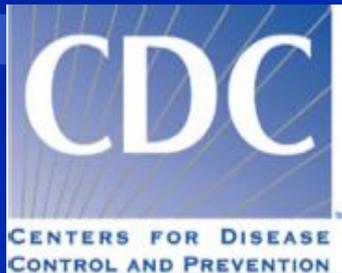
■ Justification Memo Template-

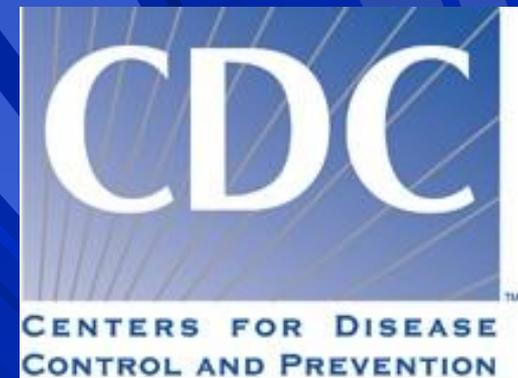
- Ex: A single-source award is one where an application is sought and considered from only one source with the intent of providing funding if the application receives a favorable review.



Types of Funding Mechanisms

- Grants
 - Competitive & Non-Competitive
- Cooperative Agreements
 - Competitive & Non-Competitive
- Contracts
 - Direct Services to Awarding Agency





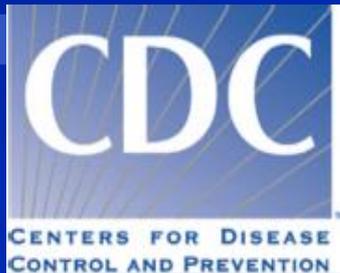
Making the Match!

Step 1-Know YOUR Organization!

- Review your organizational goals/objectives, annual report and long range plans
- Know organizational strengths and weakness
 - Expertise of key personnel
 - Prior experience
 - Access to services, facilities and/or internal funding
 - Access to community (BUILD PARTNERSHIPS TO STRENGTHEN YOUR WEAK AREAS!)
 - Access to target audience, special interests groups or special geographic designations

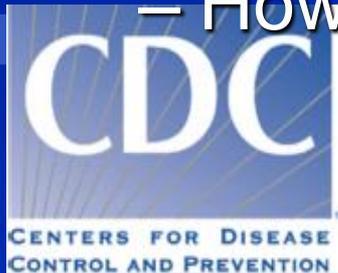
Step-2 Do Your Homework!

- Research your potential funding agencies or organizations
 - Get copy of funding agency's annual report
 - Get copy of funding agency's long range spending plan(s)
 - Know agencies program priorities
 - Know *who and what* the agency supports
- **Many great proposals are turned down because they were sent to the wrong agency . Even if the agency likes your idea their hands are tied if its not a part of their spending plan. DO YOUR HOMEWORK!!!**



WRITING A WINNING PROPOSAL!

- Gain the attention of the reader/grantor
- Inform reader/grantor of plans
- persuade reader/grantor that the project is worth funding
- **MUST INCLUDE:**
 - Why the funds are needed
 - How the funds will be used
 - How funds will be managed



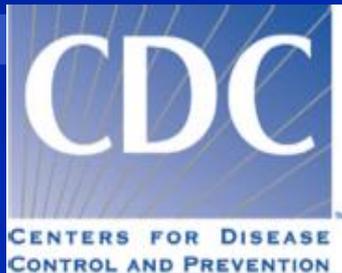
Key Selling Points

- The need or problem *is significant* and worthy of funding
- The funding will help fix the need or problem
- Program/project will succeed with funding
- Program/project is well planned
- Your organization is well managed



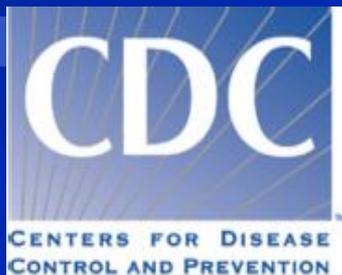
General Application Guidelines

- Application forms
- Cover letter & LOI (Letter of Intent)
- Written Proposal
 - Summary
 - Need Statement
 - Solution or Scope
 - Methods
 - Benefits



Final Draft for Success!

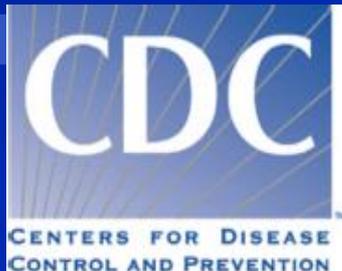
- Begin with main point
- Be concise
- Use simple language/words
- Avoid incomplete sentences
- Use an active voice
- Provide new information
- Use Correct grammar, spelling and punctuation
- Use signal words



Put Your \$ Where Your Mouth Is!!!

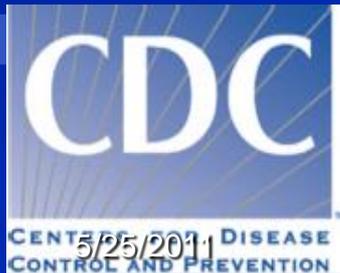
– This section will cover:

- Agency Budget Negotiations
- Budget Justification
- Prior Approval Requirements
- Program Reporting



Preparing Budget Justifications

- Salaries and Wages
 - Name of Staff member
 - Annual Salary
 - Percentage of time budgeted for the program
 - Total months of salary budgeted
 - Total Salary requested
 - Justification/duties and responsibilities for position



Preparing Budget Justifications

Salary

Total \$ 77,5000

Position Title, Name Brief Position Description/Activities/Responsibilities	Annual Salary	FTE / Time	Months involved with project	\$ Amount
Project Director, _____ (All Funded interventions) <i>The Project Director directs the overall operation of the project; responsible for overseeing the implementation of project activities.....etc, etc.</i>	\$60,000	1.0	12 months	\$60,000
HIV Counselor, _____ <i>Responsible for counseling and referral--etc.</i>	\$35,000	.5	12 months	\$17,500

Preparing Budget Justifications

■ Fringe Benefits

- Applicable to Direct Salaries and Wages
- Provide information on rate used
- If no rate – itemize how calculated

<i>Fringe Benefits</i>	<i>Total \$</i> _____
<i>25% of Total salaries = Fringe Benefits</i>	
<i>If fringe benefits are not computed by using a percentage of salaries, itemize how the amount is determined.</i>	
<i>Example: Project Coordinator C Salary \$45,000</i>	
<i>Retirement 5% of \$45,000</i>	<i>= \$2,250</i>
<i>FICA 7.65% of \$45,000</i>	<i>= 3,443</i>
<i>Insurance</i>	<i>= 2,000</i>
<i>Workers= Compensation</i>	<i>= _____</i>
<i>Total:</i>	<i>_____</i>

Preparing Budget Justifications

- Consultant Costs – Written approval required
 - Name
 - Organization affiliation
 - Services to be provided
 - Relevance to Project
 - Number of Days of Consultation
 - Expected Rate of Compensation. If unknown, submit for approval later as a budget revision
 - Method of Accountability



Preparing Budget Justifications

■ Equipment

- Provide justification for each item
- Relate to specific program objectives
- Dollar value of equipment is defined by IDC

Equipment

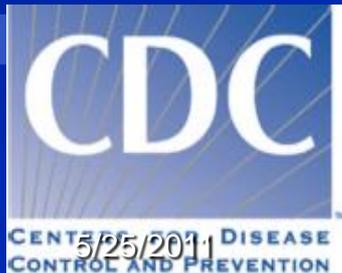
Total \$ 5,600

Item Description, Quantity Justification for the item and how it will be used in project	Cost per item	Total costs
<i>Computer Workstation, 2 ea. For new staff that are being hired for this project. Currently, we have no workstations for new staff.</i>	\$2,500	\$5,000
<i>Scanner, 1 Required for scanning reports to other sites, used for day to day business for the project</i>	\$600	\$600

Preparing Budget Justifications

■ Supplies

- List each item requested
- Provide justification – relate to program objectives
- Include unit cost, number needed, total
- General office supplies – estimate by month, use historical data to determine rate of usage



Preparing Budget Justifications

E. Supplies

Individually list each item requested. Show the unit cost of each item, number needed, and total amount. Provide justification for each item and relate it to specific program objectives. If appropriate, General Office Supplies may be shown by an estimated amount per month times the number of months in the budget category.

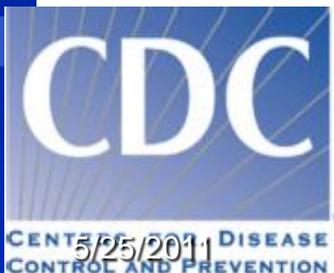
Supplies

Total \$ 6,100

General office supplies (pens, pencils, paper, etc.) 12 months x \$100/month x 2 staff	\$1,200
Educational Pamphlets (3,000 copies @) \$1 each	\$3,000
Educational Videos (10 copies @ \$150 each)	\$1,500
Word Processing Software (@ \$400Cspecify type)	\$ 400

Justification

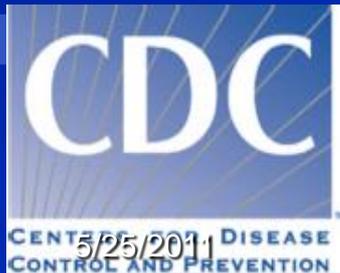
General office supplies will be used by staff members to carry out daily activities of the program. The education pamphlets and videos will be purchased from XXX and used to illustrate and promote safe and healthy activities . Word Processing Software will be used to document program activities, process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



Preparing Budget Justifications

■ Travel

- Staff travel only
- In state – justification for staff member travel - who, where, number of trips, approximate dates, mileage costs, estimated airfare, per diem
- Out of state – same as above; meetings, conferences, workshops



Preparing Budget Justifications

Travel (in-State and out-of-State)

Total \$_____

In-State Travel:

1 trip x 2 people x 500 miles r/t x .27/mile = \$ 270
2 days per diem x \$37/day x 2 people = 148
1 nights lodging x \$67/night x 2 people = 134
25 trips x 1 person x 300 miles avg. x .27/mile = 2,025
Total \$ 2,577

Justification

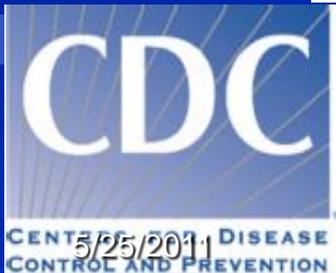
The Project Coordinator and the Outreach Supervisor will travel to (location) to attend AIDS conference. The Project Coordinator will make an estimated 25 trips to local outreach sites to monitor program implementation.

Out-of-State Travel:

1 trip x 1 person x \$500 r/t airfare = \$500
3 days per diem x \$45/day x 1 person = 135
1 night=s lodging x \$88/night x 1 person = 88
Ground transportation 1 person = 50
Total \$773

Justification

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



Preparing Budget Justifications

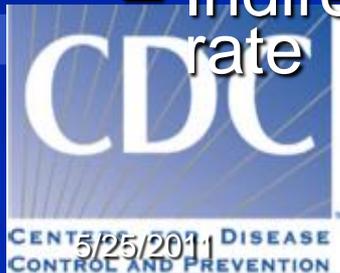
- Contractual-Written approval required
 - Name of Contractor
 - Method of Selection
 - Period of Performance
 - Scope of Work
 - Method of Accountability
 - Itemized Budget/Justification and itemization for consultant/contractual costs



Preparing Budget Justifications

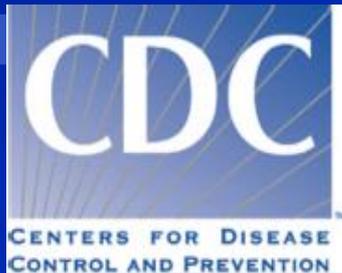
■ Indirect Costs

- Must have a **CURRENT** approved indirect cost rate agreement (IDC) or cost allocation plan
- IDC must be provided with the application
- Must be consistent with accounting practices
- Indirect costs cannot be awarded without an approved rate



Agency Budget Negotiations

- Salaries and Wages
- Fringe Benefits
- Consultant Costs
- Equipment
- Supplies
- Travel
- Other Costs
- Indirect Costs
- Contractual



Prior Approval Requests

- Change in scope (post-award)
- Replacement of or changes in the status of the principal investigator (PI) or project director (PD) or other key personnel specified in NoA
- Change of grantee organization (Bona Fide agent)
- Need for additional funds with or without an extended period of performance
- Need for additional time to spend previously awarded funds – No cost extension
- Carryover of unobligated funds
- Release of funding restrictions
- Redirection of funds or revised budget

...get to Know PGO

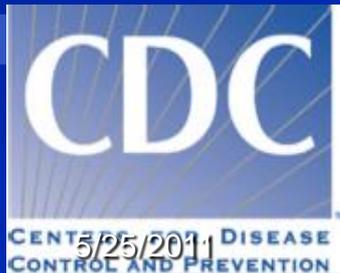


■ Closeout Check List

- Final Progress Report
- Federal Financial Report
- Property Clearance Form
- Invention Statement
- Publication Rights

What's New on Reporting?

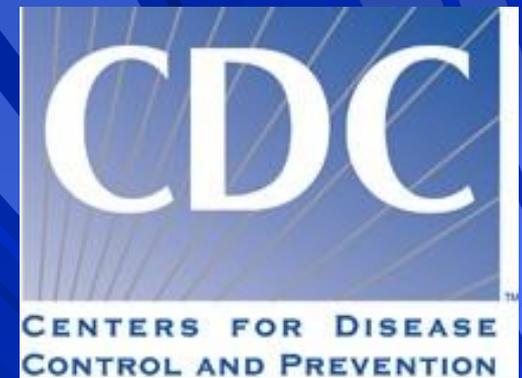
- Federal Financial Report (FFR or SF-425/SF-425A).



Federal Financial Report (FFR or SF-425/SF-425A).

- The Office of Management and Budget has implemented a requirement to consolidate the Financial Status Report (SF-269/SF-269A) and the Federal Cash Transaction Report (SF-272/SF-272A) into a single form known as the Federal Financial Report (FFR or SF-425/SF-425A). OMB required that federal agencies transition to the FFR by October 1, 2009. In addition to consolidating the reporting forms, the r
- Reporting periods and due dates are to be standardized. Beginning on January 4, 2010, PMS will require that all cash transaction reports be filed using its new FFR. As a result, the Electronic 272 System will no longer be available.





The Process of Application Submission

The Technical Information Management Section (TIMS):

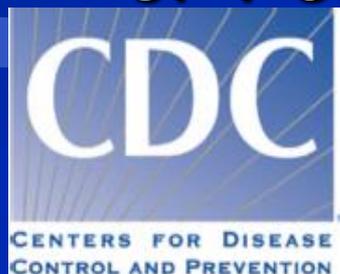
We retrieve your applications from
www.Grants.gov.



Please note that we
are not
www.Grants.gov.

When Registering, You Must:

1. Begin as early as possible.
 - ✓ Allocate as many as 4 weeks to complete the registration process (especially for newly established organizations).
2. Ensure all organizational information is current and accurate.
3. Follow-up after completing each step.



Submission Requirement:

All applications must be submitted **electronically by the deadline date** through www.grants.gov.

Submissions will not be accepted if sent by:

- ✓ Mail
- ✓ E-mail
- ✓ Fax
- ✓ Hand-delivery
- ✓ CD, portable drive or other electronic device



Notification E-Mails:

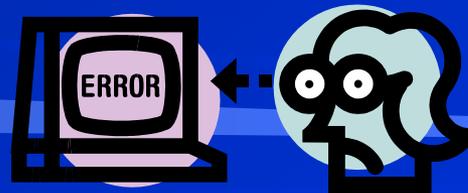
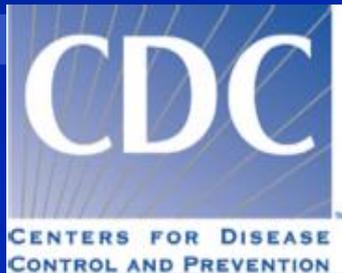
You (the submitter) will receive 3 notification e-mails from www.Grants.Gov:



1. **Submission Receipt** (Provides a submission tracking number “GRANT-----.”)
2. **Validation (Status) Receipt** (States whether errors were found in your submission)
3. **Grantor Agency Retrieval Receipt****

Examples of Common & Preventable Errors:

1. No account with Grants.gov
2. Deadline date has passed
3. Registration is incomplete
4. Invalid DUNS number (AOR's DUNS doesn't match organization's and/or DUNS on the application)
5. Expired CCR account status
6. Incompatible/out-dated software
7. Special characters found in file names (&, -, *, %, /, #, ', --)



Contact Information

Dun & Bradstreet Numbering System (DUNS)

Monday – Friday, 7AM – 8 PM C.S.T.

Phone: U.S. & U.S. Virgin Islands: 1-866-705-5711

Alaska & Puerto Rico: 1-800-234-3867

Email: govt@dnb.com

Web: <http://fedgov.dnb.com/webform/displayHomePage.do>

Central Contractor Registration (CCR)

Monday – Friday, 8AM – 8PM E.S.T.

Phone: 1-866-606-8220

Web: <http://www.ccr.gov>

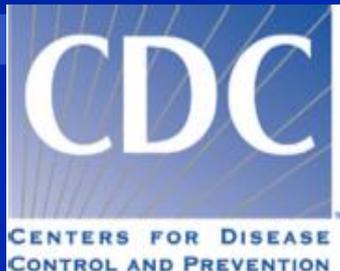
Grants.Gov

24 hours, 7 days, Closed on federal holidays.

Phone: 1-800-518-4726

Email: support@grants.gov

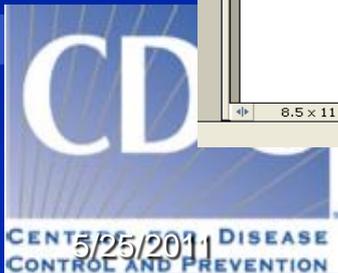
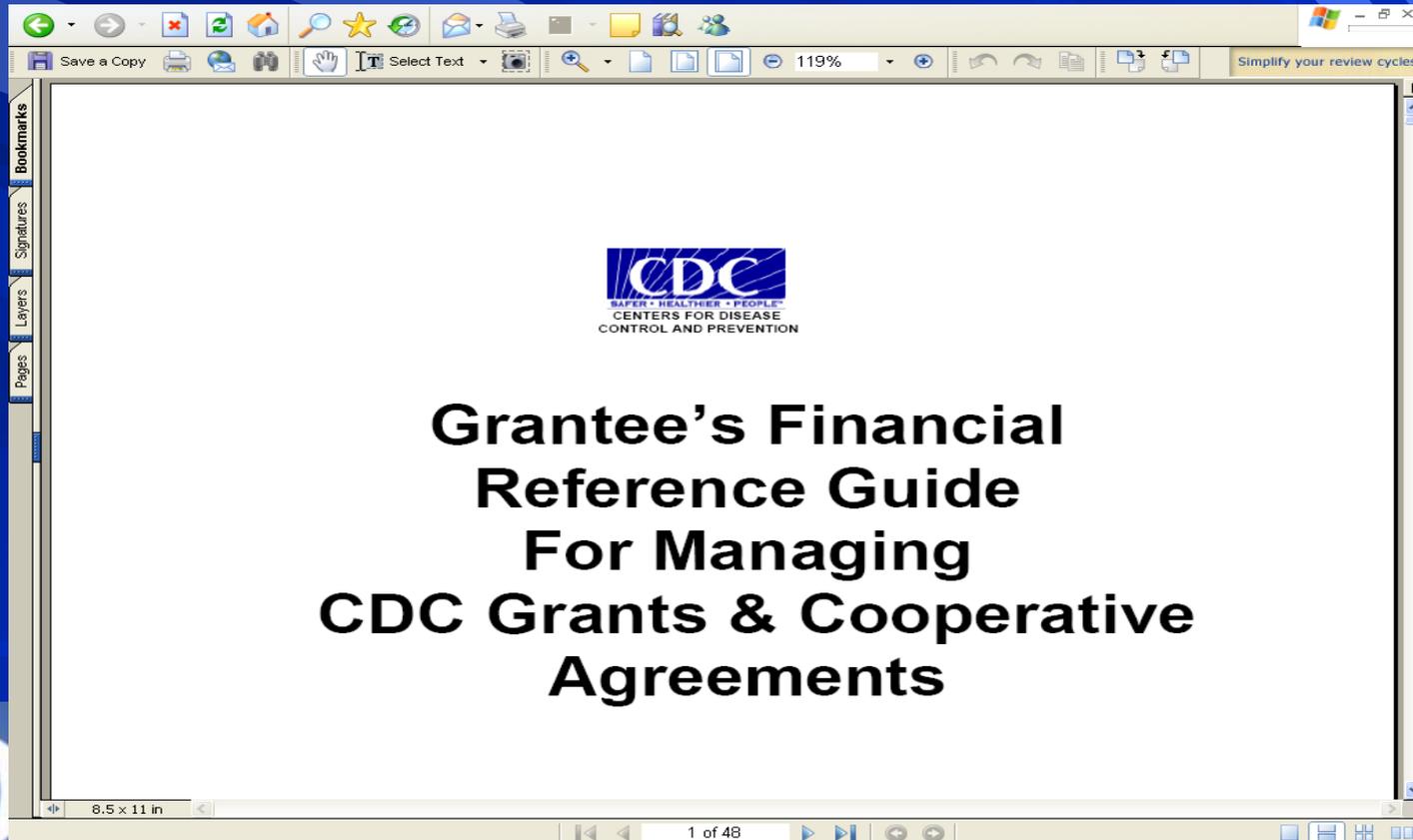
Web: www.grants.gov



Useful Websites

Grantee's Financial Reference Guide

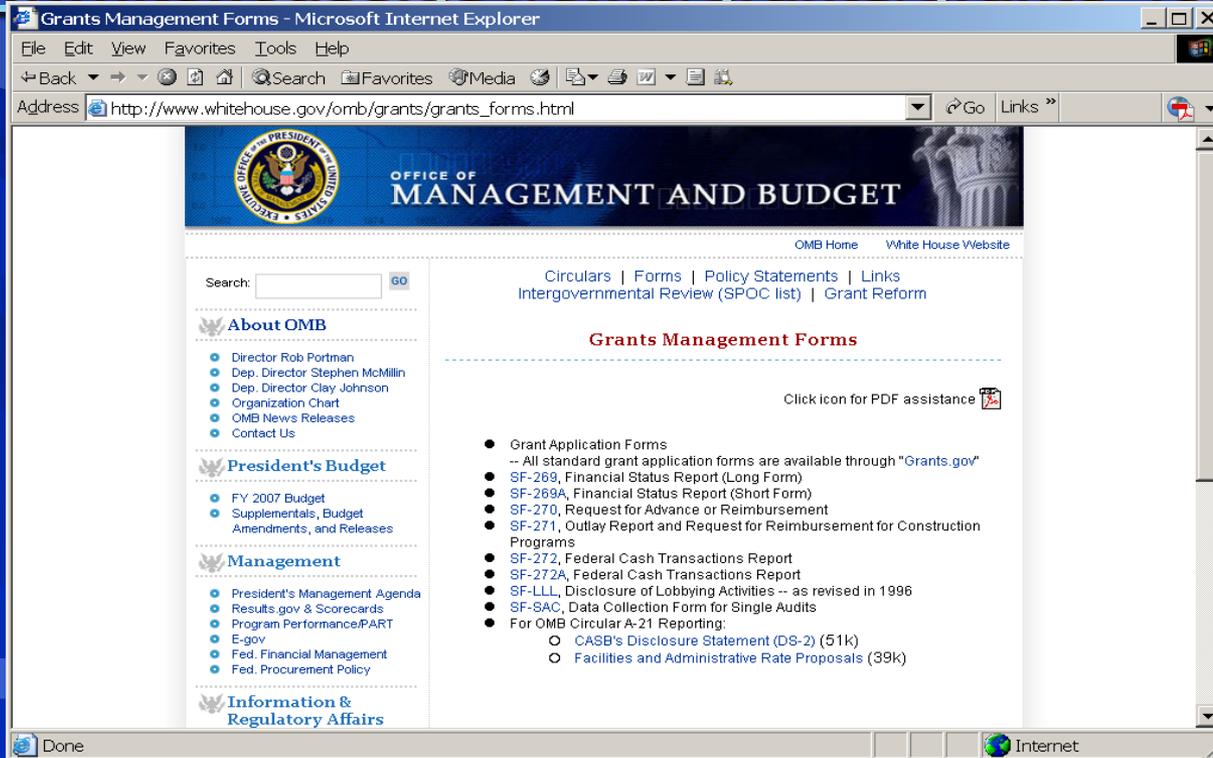
<http://www.cdc.gov/od/pgo/funding/pubcommt.pdf>



Useful Websites

Forms:

http://www.whitehouse.gov/omb/grants/grants_forms.html



The screenshot shows a Microsoft Internet Explorer browser window displaying the website http://www.whitehouse.gov/omb/grants/grants_forms.html. The page header features the Office of Management and Budget (OMB) logo and navigation links for "Circulars", "Forms", "Policy Statements", "Links", "Intergovernmental Review (SPOC list)", and "Grant Reform". A search bar is located on the left side of the page. The main content area is titled "Grants Management Forms" and includes a "Click icon for PDF assistance" button. A list of grant application forms is provided, including SF-269, SF-269A, SF-270, SF-271, SF-272, SF-272A, SF-LLL, and SF-SAC. The left sidebar contains sections for "About OMB", "President's Budget", "Management", and "Information & Regulatory Affairs".

Grants Management Forms - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print

Address http://www.whitehouse.gov/omb/grants/grants_forms.html Go Links

OFFICE OF MANAGEMENT AND BUDGET

OMB Home White House Website

Search: GO

About OMB

- Director Rob Portman
- Dep. Director Stephen McMillin
- Dep. Director Clay Johnson
- Organization Chart
- OMB News Releases
- Contact Us

President's Budget

- FY 2007 Budget
- Supplementals, Budget Amendments, and Releases

Management

- President's Management Agenda
- Results.gov & Scorecards
- Program Performance/PART
- E-gov
- Fed. Financial Management
- Fed. Procurement Policy

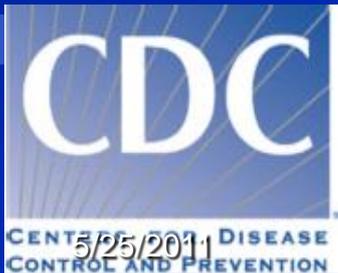
Information & Regulatory Affairs

Circulars | Forms | Policy Statements | Links
Intergovernmental Review (SPOC list) | Grant Reform

Grants Management Forms

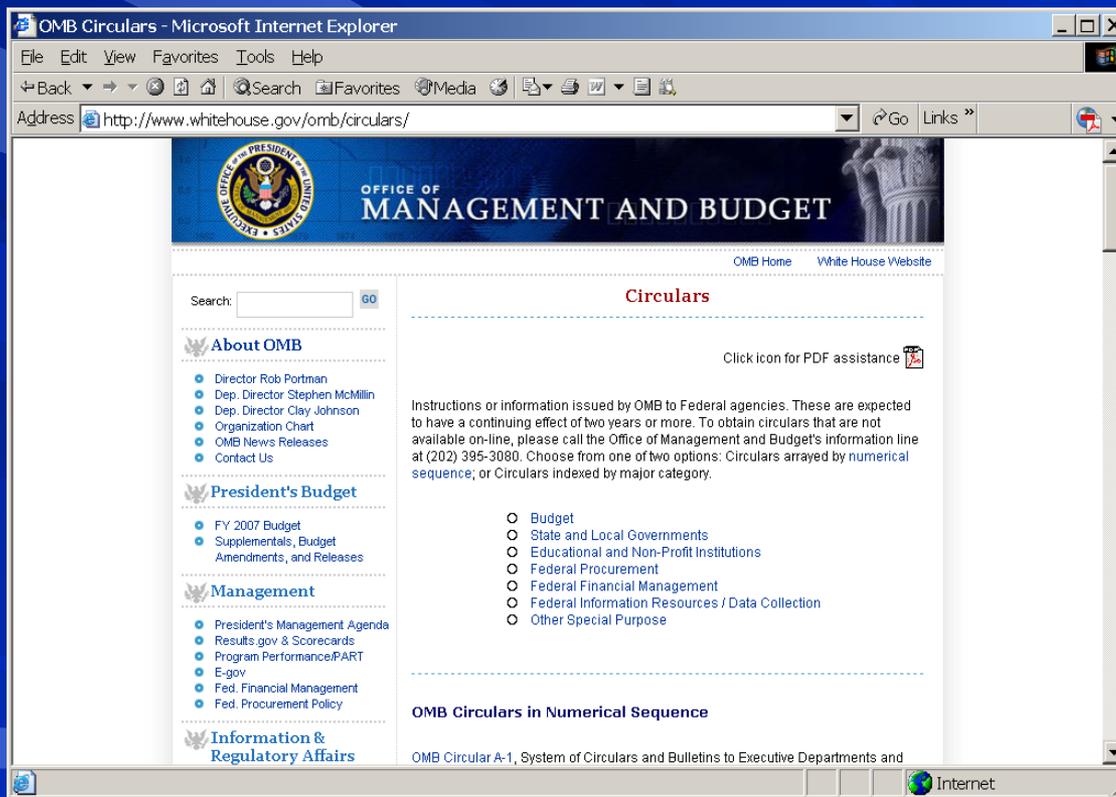
Click icon for PDF assistance

- Grant Application Forms
 - All standard grant application forms are available through "Grants.gov"
 - SF-269, Financial Status Report (Long Form)
 - SF-269A, Financial Status Report (Short Form)
 - SF-270, Request for Advance or Reimbursement
 - SF-271, Outlay Report and Request for Reimbursement for Construction Programs
 - SF-272, Federal Cash Transactions Report
 - SF-272A, Federal Cash Transactions Report
 - SF-LLL, Disclosure of Lobbying Activities -- as revised in 1996
 - SF-SAC, Data Collection Form for Single Audits
 - For OMB Circular A-21 Reporting:
 - CASB's Disclosure Statement (DS-2) (51k)
 - Facilities and Administrative Rate Proposals (39k)



Useful Websites

<http://www.whitehouse.gov/omb/circulars>



Useful Websites

- <http://www.hhs.gov/grantsnet/roadmap/index.html>

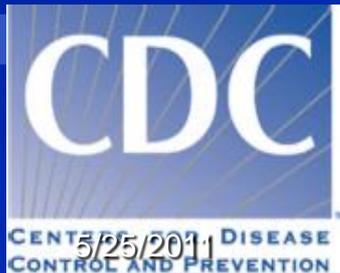
HHS Regulations



Additional Resources

HHS

Grants Policy Statement



U.S. Department of Health and Human Services
Office of the Assistant Secretary for Resources and Technology
Office of Grants



Useful Websites

<http://www.grants.gov/>

The screenshot shows the Grants.gov website in a Microsoft Internet Explorer browser window. The browser's address bar displays <http://www.grants.gov/>. The website header features the Grants.gov logo and navigation links for "Contact Us", "Site Map", and "Help".

FOR APPLICANTS

- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track Your Application

ABOUT GRANTS.GOV

FOR AGENCIES

APPLICANT SYSTEM-TO-SYSTEM

RESOURCES

HELP

CONTACT US

SITE MAP

Find. Apply. Succeed.

Grants.gov is your source to **FIND** and **APPLY** for federal government grants. There are over 1,000 grant programs offered by all federal grant making agencies. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Grants.gov allows organizations to electronically find and apply for more than \$400 billion in federal grants.

To find out if you are eligible for grant opportunities offered on this site, [click here](#).

PLEASE NOTE: If you are in need of personal financial assistance such as Social Security/Supplemental Security Income, Medicaid or State Social Services, you can find help at www.GovBenefits.gov. This type of individual assistance is not available on this website. If you are interested in student loans, please go to www.Studentaid.ed.gov. If you are a small business looking for a loan, please visit the [Small Business Administration](#).

Quick Links

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login
- Agency Login
- New Agency Users
- Browser Plugins

Click here to receive our Quarterly Succeed e-newsletter

What's New This Week at Grants.gov

Q & A



Jeff Napier, Branch Chief

770.488.2686 jkn7@cdc.gov

Kaleema Muhammad, GMS

770-488-2742 fya3@cdc.gov

