ADMINISTRATION ON AGING (AoA)

Cooperative Agreement Awards to State Agencies on Aging for The Development of Model Performance Outcome Measures in State and Community Programs on Aging

Part I. Background Information and Program Priority

A. Statutory Authority

The statutory authority for awards made under this program priority is contained in Title IV of the Older Americans Act, (42 U.S.C. 3001 et seq.), as amended by the Older Americans Act Amendments of 2000, P.L. 106-501.

B. Eligible Applicants

State Agencies on Aging, working in collaboration with one or more Area Agencies on Aging, are eligible to apply for these awards. For state agencies that function as a single planning and service area, applications must reflect substantial collaboration with one or more provider agencies.

C. Level of Funding

Under this authority, AoA expects to award up to 20 cooperative agreement awards for up to $50,000 each, with an expected project duration of one year, subject to the availability of funds. AoA encourages participation by all organizations currently involved in the project, State agencies which have not participated in the performance outcome measures project in the past, and participation by additional Area Agencies on Aging within States which have participated in the past.

D. Program Priority Description

Model State Performance Outcomes Measurement Systems

1. Background

With the Government Performance and Results Act of 1993 (GPRA), the Congress has established a management tool that compels Federal agencies and programs to focus on results. Since its passage, AoA program managers have accepted GPRA as an opportunity to document each year the results that are produced through the programs they administer with the States under the Older Americans Act (OAA). It is the intent and commitment of AoA, in concert with State and local program entities, to use the performance measurement tools of GPRA to continuously improve OAA programs and services for the elderly.

On April 9, 2001, AoA submitted to the Congress a GPRA performance plan and report that reflects significant improvement over previous plans and reports because of the efforts of the Aging Network to improve the availability of data from the National Aging Program Information System (NAPIS) and the Performance Outcome Measures Project (POMP). These two data initiatives, which rely on the contributions of state and area agencies on aging and service providers, have allowed AoA to identify far more relevant program performance measures than were included in previous AoA plans, and provide initial evidence of the effectiveness of the coordination activity and programs of the Aging Network.

It is AoA's intent, and a requirement of the OAA as amended, to develop performance outcome measures for OAA programs to further demonstrate the effectiveness of the Aging Network in advocacy and service coordination on behalf of elderly individuals and especially the most vulnerable and in need of care. Again, state and area agencies on aging have served the Aging Network in preparing for meeting the requirements of the OAA by participating in the performance outcome measures project. To date, nineteen state and area agencies have collaborated on the project, the objective of which is to develop and field-test performance outcome measures suitable for ongoing use. Participants have established consensus on outcome measurement areas that are relevant to the performance of the Aging Network. Surveys have been conducted across a number of measurement areas, and pilot results are currently being tabulated and analyzed by AoA consultants, who participated in the project design and development. Information about the project, and documentation of the measurement instruments that have been developed, is available at the project web site, www.gpra.net.

The Aging Network participants in the POMP, with technical guidance and financial support provided by AoA, have adopted a consumer-based, quality assessment approach, which is focused on local service-delivery activities, to measure performance outcomes for Aging Network programs. This approach is consistent with the consumer-assessment efforts which other HHS components, such as the Agency for Healthcare Research and Quality (AHRQ) and the Health Care Financing Administration (HCFA), have employed for health services provided to elderly and other individuals under Medicare and Medicaid. To foster maximum consistency with significant approaches used by researchers in the field of quality assessment in human service programs, AoA, through a contract with WESTAT, Inc., has arranged for known researchers from the Scripps Gerontology Center, Boston University, and Florida International University, to participate extensively in the design and application of measurement instruments, and in the analysis of performance data.

In the past year, the State and area participants in the POMP, the technical contractors and researchers, and AoA staff have developed survey instruments, developed and implemented sampling procedures, and completed surveys in the following program domains, which the POMP participants decided were most appropriate for performance measurement:

- nutritional status and risk
- transportation services satisfaction,
- home-care services satisfaction,
- caregiver support and satisfaction, and
- information and assistance satisfaction.

In addition, three survey instruments designed to illuminate aspects of a client's well-being may be administered in concert with any of the service-specific instruments noted above. These include:

- emotional well-being,
- physical functioning, and
- social functioning.

Finally, project participants are working together to develop two additional measures through survey instruments designed to be administered to directors of area agencies. These are measures to gauge the "system development" activities of the Aging Network, including the Network's long term care systems development activities. They include:

- reducing barriers to services, and
- capacity building.

The "reducing barriers to services" and "capacity building" survey instruments are currently under development. Agencies will contribute to this development to produce questionnaires that explore such issues as:

- What other funding sources are leveraged as part of the National Family Caregiver Support Program and other Older Americans Act programs – Medicaid, SSBG, state and local overmatch, private, United Way, corporations, foundations?
- What volunteer resources have been generated and what roles are they playing? How many different service agencies/organizations are included in the "system"?
- Have employers seen an impact on employed caregivers?
- Do older persons and their families understand that services exist and how to access them?

Area agencies in 11 States participated in the first-year activities of the POMP, and initial data are available for some of the domains cited above. A significant aspect of the POMP, as it relates to the long-term potential of the Aging Network to assess program results through performance measures, is the involvement of local entities in developing the performance measurement instruments, in selecting the statistical samples for information gathering, and in administering the surveys to obtain the assessment data for their areas.

For ongoing compliance with GPRA and the outcome measurement requirements of the OAA, AoA plans to utilize the measurement instruments developed under POMP for national surveys of OAA program activities. However, the value of national data across the Aging Network is enhanced if it can serve as a benchmark for state and local program entities. Thus, AoA is committed to continued support of performance outcome measurement projects for state and area agencies on aging.

2) Project Objectives and Activities

The effort described herein is intended to build on AoA's and the Aging Network's current performance outcome measures project, and to foster expanded and continued use of consistent performance outcome measurement among the various state and area agencies on aging.

Utilization of the performance outcome measurement instruments we have been developing with state and area agency partners relies also on sampling methodology, rather than on the collection of information from each person who participates in our programs. Expertise on sampling techniques and methodologies for data collection and analysis on the basis of sampling are not widespread within the Aging Network. Thus, AoA seeks to continue to support the development of state-based systems to measure outcomes based on sampling. Nevertheless, participating entities must be committed to the utilization of the statistical and survey techniques that are disseminated through participation in the project.

The objective of ongoing performance outcome measurement does require and presume that state and area agencies on aging have the capacity to organize client information systems and records to accommodate the selection of statistical samples for survey purposes.

Awardee Responsibilities

Current participants applying for continuation funding must:

1. Continue to collect data in performance measurement areas they've covered in previous years of the project;

2. Expand to a minimum of six, the number of performance measurement survey instruments they field-test;

3. Work collaboratively with other participants, AoA, and its consultants, to continue to refine the current measurement instruments;

4. Work collaboratively to develop new measures in additional areas as determined by consensus of agencies involved in the project, federal staff and contractor staff; and

5. Agree to share data with the Administration on Aging for illustration of Aging Network results in GPRA performance reporting.

New applicants agree to:

1. Work with AoA contractors and other entities to ensure that the information systems and records of the agency are organized to allow full utilization of statistical sampling methodologies.

2. Adopt and test at least four performance measurement instruments previously developed under the project. (Please refer to the web site www.gpra.net for documentation of the current performance outcome measurement instruments now being field-tested.)

3. Work collaboratively with other participants, AoA, and its consultants, to continue to refine the current measurement instruments;

4. Work collaboratively to develop new measurement instruments in additional outcome areas as determined by consensus of agencies involved in the project, federal staff and contractor staff; and

5. Agree to share data with the Administration on Aging for illustration of Network results in GPRA performance reporting.

Support Contract

AoA has contracted with a national research corporation to support the efforts of the performance outcome measures project. This corporation provides research expertise in the development of the performance outcome measures; technical assistance to project sites in sampling and data collection methodology; tools such as computerized data bases for uniform data storage and transfer; and data analysis services for project sites and AoA. Current project sites have reported that the support and assistance available through AoA and the research corporation have been instrumental resources that make possible the collection of useful data.

Consistency of measurement methodology, sampling, and data collection techniques is important to assure a high degree of comparability of data across participating sites. Project sites selected are expected to implement performance outcome measures consistent with recommendations made by AoA and the research corporation, as developed through consensus among current project sites. Documentation of sampling and data-collection methodologies, as well as the computerized tools developed under the project, is available at the web site www.gpra.net.

Part II. Guidelines for Preparing and Submitting the Application

Part II contains guidelines for State Agencies on Aging in preparing and submitting applications for funding under this program priority competition, ”Developing Model State Performance Outcome Measurement Systems in State and Community Programs on Aging.” Application forms are provided along with instructions for preparing the application package for submittal to the AoA.

A. General Information

1. Review Process and Considerations for Funding

a. **Notification:** All applicants will be notified of the receipt of their application and informed of the identification number assigned to it.

b. **Expert Review:** Applications that conform to the requirements herein will be reviewed and scored against the evaluation criteria specified in Section F, below. The review of applications is performed by a panel consisting of qualified persons from AoA staff outside the Office of the Assistant Secretary, other knowledgeable non-AoA federal government officials. The scores and judgments of these expert reviewers are a major factor in making award decisions.

c. **Decision-Making Process:** After the panel’s review session(s), applicants may be requested by AoA staff to furnish additional information. Applicants who are contacted should not assume that funding is guaranteed. An award is official only upon receipt of the Financial Assistance Award.

d. **Timeframe:** The State Agencies on Aging approved for funding will be notified within 30 days after the deadline for submitting their application.

2. Notification Under Executive Order 12372

This is not a covered program under Executive Order 12372.

3. Application Screening Requirements

All applications will be screened for compliance with the following screening requirements. Applications, which fail to meet any one of the following requirements, will **not** be reviewed and will receive **no** further consideration.

a. Applications must be postmarked by midnight on August 1, 2001, or hand-delivered by 5:30 p.m. Eastern time on the same date to:

    Department of Health and Human Services
    Administration on Aging
    Office of Management, Division of Grants Management
    330 Independence Ave., SW, Room 4257
    Washington, DC 20201
    Attn.: AoA-01-11

b. The proposal provides the appropriate and required match for funding.

c. The application narrative may be **no more than 30 single-sided pages**, double-spaced. Not counted against the 30-page limit, but necessary to a complete application, are Standard Form (SF) 424, assurances and certification forms, budget forms and justification (up to 4 pages), and indirect cost agreements.

Only those applications meeting these screening requirements will be assigned to reviewers.

B. Deadline for Submission of Applications

As indicated under the screening requirements, the closing date for submission of applications is August 1, 2001.

C. Grantee Share of the Project

As stated in the screening requirements, under this and comparable federal-state initiatives, the AoA does not anticipate making awards for the entire project cost and welcomes SUA participation in the funding of the project. State Agencies on Aging must contribute a minimum of one (1) dollar, secured from non-federal sources, for every three (3) dollars received in federal funding. Thus, if the SUA requests federal support for $45,000, its match would be at least $15,000.

The non-federal share of total project costs for each budget period may be in the form of grantee-incurred direct or indirect costs, third party in-kind contributions, and/or project related income. Indirect costs may not exceed those allowed under federal rules established, as appropriate, by OMB Circulars A-21, A-87, and A-122.

D. Application Receipt Point

Applications can be either sent or hand-delivered to the address specified below. Hand-delivered applications are accepted during the hours of 9:00 a.m. to 5:30 p.m., EDT Monday through Friday.

Department of Health and Human Services
Administration on Aging
Office of Management, Division of Grants Management
330 Independence Avenue, S.W., Room 4257
Washington, D.C. 20201

E. Indirect Costs

As a state government agency, the SUA may include indirect charges (costs) in its budget as determined in accordance with HHS requirements.

F. Evaluation Criteria

Applications will be evaluated by an independent-review panel of at least three individuals. These reviewers will be drawn from AoA and other HHS agencies. Based on the specific programmatic considerations set forth in this program announcement, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the criteria below.

In making final decisions, AoA may take into account such factors as geographic distribution of project sites; coverage of minority and other priority populations; mix of urban, suburban and rural areas; and features of a state's program of services under the Older Americans Act (to assure that services related to specific performance outcome measures are available in a given state).

Applications are scored by assigning a maximum of 100 points across four criteria:

1. Purpose and Need for Assistance   Weight: 25 points

a. Does the project proposal clearly and fully respond to the substantive components of the program announcement regarding the functions and activities of the program priority, "Model State Performance Outcome Measurement Systems?"

b. Does the project proposal adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purpose? Is the proposed project justified in terms of the most recent, relevant, and available information and/or knowledge presented in the proposal? Does the project proposal identify organizations with which the State will cooperate to measure performance outcomes and address the commitment of the State to measure performance outcomes beyond the pilot project and on a long-term basis?

2. <u>Approach /Method - Workplan and Activities Weight: 30 points</u>

a. Is the project workplan clear and comprehensive? Does it systematically include specific objectives and tasks in a feasible and effective approach to accomplishing its purpose?

b. Is a well-ordered and sensible timeline for the accomplishment of tasks and objectives presented? Are the sequence and timing of events logical and realistic relative to the project objectives?

c. Are the roles and contributions of project staff, consultants, and collaborative organizations clearly defined and linked to specific objectives and tasks?

d. Does the workplan specify who would be responsible for such tasks as: leadership of the project; preparation of reports and products; communications with the AoA; and dissemination of project results/products?

3. <u>Anticipated Outcomes and Dissemination: Weight: 20 points</u>

a. Are the expected benefits/results clear, realistic, and consistent with the objectives and purpose of the project? Are the anticipated outcomes of the project likely to be achieved and will they significantly contribute to the development of model state performance outcome measurement systems?

b. Does the proposal include a plan for dissemination which is likely to promote a timely awareness among interested parties of the project's activities and events during salient stages of the project? Is this plan adequate for disseminating the project products to all appropriate audiences?

4. <u>Level of Effort</u> <u>Weight: 25 points</u>

a. Do the proposed Project director, key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles? Is the time commitment of the proposed director sufficient to assure proper direction and management of the project? Is the time commitment of other key staff sufficient to assure completion of the tasks proposed for the project?

a. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items consistent with workplan objectives?

c. Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the workplan description of their intended roles and contributions?

G. The Components of an Application

To expedite the processing of applications, we request that you arrange the components of your application, the original and two copies, in the following order:

- SF 424, Application for Federal Assistance; SF 424A, Budget, accompanied by your budget justification; SF 424B (Assurances); and the certification forms regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. Note: The original copy of the application must have an original signature in item 18d on the SF 424.
- Project summary description;
- Program narrative;
- Organizational capability statement and vitae;
- Letters of commitment from participating organizations and agencies;

Beginning with the page for the project summary description, pages should be numbered sequentially. Please do not use covers or tabs. Do not include extraneous materials such as agency promotion brochures, slides, tapes, film clips, etc. It is not feasible to include such items in the review process. They will be discarded if submitted as part of the application.

H. Communications with the AoA

As appropriate, applicants will be notified (using the information provided by the SF 424, item 5) of the receipt of their application. Please contact the Office of Management by telephone at (202) 401-0838 if you are uncertain as to whether your application has been received for review. Applicants are advised that, prior to reaching a decision, the AoA will not release information to an applicant other than that its application has been received and that it is being reviewed. Once a decision is reached, the applicant will be notified as soon as possible of the status of its application.

I. Completing the Application

In completing the application, please recognize that the set of standardized forms is prescribed by the Office of Management and Budget and is not perfectly adaptable to the particulars of this program. If you need technical help in completing the forms, please call David Bunoski at (202) 260-0669. Please prepare your application consistent with the following guidance:

1. SF 424, Cover Page: Complete only the items specified in the following instructions:

Item 1. Preprinted on the form.

Item 2. Fill in the date you submitted the application. Leave the applicant identifier box blank.

Item 3. Not applicable.

Item 4. Leave blank.

Item 5. Provide the legal name of the applicant; the name of the primary organizational unit which will undertake the project; the applicant address; and the name and telephone number of the person to contact on matters related to this application.

Item 6. Enter the employer identification number (EIN) of the applicant organization as assigned by the Internal Revenue Service. Please include the suffix to the EIN, if known.

Item 7. Preprinted on the form.

Item 8. Preprinted on form.

Item 9. Preprinted on form.

Item 10. Leave blank.

Item 11. The title should describe concisely the nature of the project. Avoid repeating the title of the priority area or the name of the applicant.

Try not to exceed 10 to 12 words and 120 characters including spaces and punctuation.

Item 12. Preprinted on form.

Item 13. Enter the desired start date for the project, September 1, 2000 and the end date for the project, two [three] ???years later.

Item 14. List the applicant's Congressional District and the District(s), if any, directly affected by the proposed project.

Item 15. All budget information entered under item #15 should cover only the first 12 months of the project. The applicant should show the federal support requested under sub-item 15a. Sub-items 15b-15e are considered cost-sharing or "matching funds". Applicants should review cost sharing or matching principles contained in Subpart G of 45 CFR Part 74 before completing not just Item 15, but the Budget Information Sections A, B and C that follow. It is important that the dollar amounts entered in sub-items 15b-15f total at least 25 percent of the total project cost (total project cost is equal to the requested federal funds plus funds from non-federal sources).

In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered cash matching funds. Most contributions from third parties will be non-cash (i.e. in-kind). Examples include volunteered time and use of facilities to hold meetings or conduct project activities. A third form of non-federal match, is projected program income derived from activities of the project such as participant fees and sale of publications. Only program income which is to be used as part of the qualifying match should be shown here.

Item 16. Preprinted on form.

Item 17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.

Item 18. To be signed by an authorized representative of the applicant organization. A document attesting to that sign-off authority must be on file in the applicant's office.

2. *SF 424A - Budget Information*

This form (SF424A) is designed to apply for funding under more than one grant program; thus, for purposes of this AoA program, most of the budget item columns/blocks are superfluous and should be regarded as not applicable. The applicant should consider and respond to only the budget items for which guidance is provided below.

Section A - Budget Summary and Section B - Budget Categories should include both Federal and non-Federal funding for the proposed project covering the first 12 months of the project period.

Section A - Budget Summary

On line 5, enter total federal Costs in column (e) and total non-federal Costs (including third party in-kind contributions and any program income to be used as part of the grantee match) in column (f). Enter the total of columns (e) and (f) in column (g).

Section B - Budget Categories

Use only the last column under Section B, namely the column headed Total (5), to enter the total requirements for funds (combining both the federal and non-federal shares) by object class category.

A fuller explanation of the proposed budget should be provided in a "budget justification" section. In that budget justification, consider including an overall budget breakdown which shows in three columns all of the budget cost items by federal, non-federal, and total funds. The rest of this separate budget presentation should fully explain and justify each of the major budget items: personnel, travel, other, etc., as outlined below. The column for non-federal funds shown for any of the budget line items in the budget justification sheet reflects only cash match contributions (see instructions above for item 15 on the face sheet of the 424 Form). Third party in-kind contributions and program income designated as non-federal match contributions should be identified and justified separately from the justification for the budget line items. The full budget justification (allow up to four pages) should be included in the application immediately follow the SF 424 forms.

Line 6a - Personnel: Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included under 6h - Other.

Justification: Identify the project director, if known. Specify the key staff, their titles, and time commitments in the budget justification.

Line 6b - Fringe Benefits: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, etc.

Line 6c - Travel: Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel or local transportation.

Justification: Include the total number of trips, destinations, length of stay, transportation costs and subsistence allowances.

Line 6d - Equipment: Enter the total costs of all equipment to be acquired by the project. For state and local governments, including federally recognized Indian Tribes, "equipment" is non-expendable tangible personal property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. For all other grantees, the threshold for equipment is $500 or more per unit.

Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment, or a reasonable facsimile, must not be otherwise available to the applicant or its sub-grantees. The justification also must contain plans for the use or disposal of the equipment after the project ends.

Line 6e - Supplies: Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d.

Line 6f - Contractual: Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and, (2) contracts with secondary recipient organizations including delegate agencies. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line.

Justification: Attach a list of contractors indicating the name of the organization, the purpose of the contract, and the estimated dollar amount. If the name of the contractor, scope of work, and estimated costs are not available or have not been negotiated, indicate when this information will be available. Whenever the applicant/grantee intends to delegate a substantial part (one-third, or more) of the project work to another agency, the applicant/grantee must provide a completed copy of Section B, Budget Categories for each contractor, along with supporting information.

Line 6g - Construction: Leave blank since new construction is not allowable and federal funds are rarely used for either renovation or repair.

Line 6h - Other: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs; noncontractual fees and travel paid directly to individual consultants; local transportation (all travel which does not require per diem is considered local travel); space and equipment rentals; printing and publication; computer use; training and staff development costs. If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

Line 6i - Total Direct Charges: Show the totals of Lines 6a through 6h.

Line 6j - Indirect Charges: Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none."

Line 6k - Total: Enter the total amounts of Lines 6i and 6j.

Line 7 - Program Income/Third Party In-Kind Contributions: Estimate the amount of income, if any, expected to be generated from this project which you wish to designate as match (equal to the amount shown in Item 15 (f) on SF 424) and combine that with any third party in-kind contributions.   Note: If program income is expected, but is not indicated as part of the matching funds, do not include that portion here or on Item 15 (f) of the SF 424 face sheet.

Non-match anticipated program income should be described in the Level of Effort section of the Program Narrative.

Section C - Non-Federal Resources

Line 12 - Totals: Enter amounts of non-federal resources that will be used in carrying out the proposed project. Do not include program income unless it is used to meet match requirements.
Section D - Forecasted Cash Needs: Not applicable.

Section E - Budget Estimate of Federal Funds Needed for Balance of the Project
Complete this section since the total project period encompasses two funding periods.

Line 20 - Totals: Enter the estimated required federal funds (exclude estimates of the amount of cost sharing) for the period covering months 13 through 24 under column "(b) First," and for the period covering months 25 through 36 under column "(c) Second." Please note that funding for project periods exceeding one year is contingent on the availability of funds.

Section F - Other Budget Information

Line 21 - Direct Charges: Not applicable

Line 22 - Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final or fixed) to be in effect during the funding period, the base to which the rate is applied, and the total indirect costs.

Line 23 - Remarks: Provide any other explanations or comments deemed necessary.

3. SF 424B - Assurances

SF 424B, Assurances--Non-Construction Programs, contains assurances required of applicants. Please note that a duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances.

4. Certification Forms

Certifications are required of the applicant regarding (a) lobbying; (b) debarment, suspension, and other responsibility matters; and (3) drug-free workplace requirements. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

5. Project Summary Description

The project summary description (page one) begins the substantive part of the application. It should be headed by two identifiers: (1) the name of the applicant organization as shown in SF 424, item 5 and (2) the program priority, namely, ”Model State Performance Outcomes Measurement Systems.” Please limit the summary description to one page with a maximum of 1,200 characters, including words, spaces, and punctuation.

Be specific and succinct. Outline the objectives of the project, the approaches to be used and the outcomes expected. At the end of the summary, list major products that will result from the proposed project (such as manuals, data collection instruments, training packages, audio-visuals, software packages). The project summary description, together with the information on the SF 424, becomes the project "abstract" which is entered into AoA's computer data base. The project description provides the reviewer with an introduction to the substantive parts of the application. Therefore, care should be taken to produce a summary which accurately and concisely reflects the proposal.

6. Program Narrative

The Program Narrative is the critical part of the application. It should be clear, concise, and, of course, responsive to the program priority as described above under Part I, Section D, pp. 2-5. The narrative should cover: (A) the project's purpose(s), relevance, significance, and responsiveness to the program priority; (B) the workplan/approach the project will follow to achieve its purpose(s); (C) the anticipated outcomes/results/benefits of the project and how these will be disseminated and utilized, and; (D) the level of effort needed to carry out the project, in terms of the project director and other key staff, funding, and other resources.

Please have the narrative typed, double-spaced, on one side of 8 1/2" x 11" plain white paper with 1" margins on both sides. All pages of the narrative (including charts, tables, etc.) should be sequentially numbered, beginning with "Objectives and Need for Assistance" as page number two (2). At the close of the project narrative, please identify the author(s) of the proposal, their relationship with the applicant, and the role they will play, if any, should the project be funded.

7. <u>Letters of Commitment From Participating Organizations and Agencies</u>
Include confirmation of the commitments to the project (should it be funded) made by collaborating organizations and agencies after the narrative section of the application.

J. <u>Points to Remember</u>

1. Please send an original and two copies of an application.
2. The summary description (1,200 characters or less) should accurately reflect the nature and scope of the proposed project.
3. Regarding cost sharing (see Section C above), you are requested to match $1 for every $3 requested in federal funding. Thus, if your request for federal funds is $75,000, the match or cost sharing is $25,000.
4. Be sure you are satisfied that your program narrative responds fully and cogently to the four (4) evaluative criteria which will be used by reviewers to evaluate and score all applications.
5. Do <u>not</u> include testimonial letters which endorse the project in general and perfunctory terms. In contrast, letters which describe and verify tangible commitments to the project, e.g., funds, staff, space, should be included.
6. Before submitting the application, have someone other than the author(s) carry out a trial run review based upon the evaluative criteria. Take the opportunity to consider the results of the trial run and then make whatever changes you deem appropriate.
7. Applications are due no later than August 1, 2001. They can be either sent or hand-delivered to the address specified below. Hand-delivered applications are accepted during the hours of 9:00 a.m. to 5:30 p.m., Monday through Friday.

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