



Guidance for Completing the Year 2 Non-competing Continuation Application

Office of Adolescent Health
Office of Grants Management

April 26, 2011

OAH Grantee Reports

Three primary reports due each year:

- Non-competing continuation application
 - May 31, 2011
- Annual program progress report
 - November 30, 2011
- Annual financial status report
 - November 30, 2011

Non-Competing Continuation Application

- Program Report
 - 6-month progress report
 - Year 2 work plan
- Required Forms
- Budget
 - Budget narrative justification
 - Indirect rate agreement
- Appendices

Required Grant Forms

SF-424 – Application for Federal Assistance

- Must list the Program Director and Authorized Business Official with signature

SF-424a – Budget Information

- Based on key object class category

SF-424b – Assurances

- Grantee will comply with all applicable policies, laws and regulations

SF-LLL – Disclosure of Lobbying Activities

- Report to disclose lobbying activities

Budget Narrative Justification

Current Indirect Rate Agreement

Budget

- Budget Page: SF-424a
- Budget Narrative Justification
- Indirect Rate Agreement

Category	Description of Budget Item	Federal	In-kind or Matching	Total
Salary and Wages	Project Director. The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, and supervising the project staff. The Project Director will work 50% of the time for 12 months. Based on an annual salary of \$60,000, the cost to the project will be \$30,000.	\$30,000	\$0	\$30,000
	Administrative Assistant. An Administrative Assistant will be assigned for the duration of the project. The assistant will work 50% of the time for 12 months. Based on an annual salary of \$39,750, the cost to the project will be \$19,875.	\$19,875	\$0	\$19,875
	Project Coordinator. Our organization will hire someone to work with all partners and stakeholders. The Coordinator will be assigned 100% of the time to the project for 12 months. Based on an annual salary of \$36,000, the total project cost will be \$36,000.	\$36,000	\$0	\$36,000
	Total Salary and Wages Costs	\$85,875	\$0	\$85,875

Fringe Benefits	Fringe benefits are calculated as 28.5% of base salary. Benefits include health care, Social Security, workers compensation, short term disability, and retirement benefits. Please note: Figures are rounded to nearest whole dollar.			
	Project Director. Fringe benefits are (28.5% of \$30,000).	\$8,550	\$0	\$8,550
	Administrative Assistant. Fringe benefits are (28.5% of \$19,875)..	\$5,664	\$0	\$5,664
	Project Coordinator. Fringe benefits are (28.5% of \$36,000).	\$10,260	\$0	\$10,260
	Total Fringe Benefit Costs	\$24,474	\$0	\$24,474

Category	Description of Budget Item	Federal	In-kind or Matching	Total
Travel	Conference Presentation. In the project's second year, the Project Manager will travel from Akron, OH to Chicago, IL to present project findings at the Association for Networking's annual conference. Round-trip airfare is \$400. Two nights lodging @ \$90 per night is \$180. Per diem of \$50-a-day for meals, for total of \$100. Ground transportation \$40.	720	\$0	\$720
	Help Inc. Trainer. Our partner, Help Inc., will provide as in-kind contribution a trainer who will make 6 round trips to each of the 12 sites to conduct training classes for a total of 72 trips. Based on an average of 40 miles round-trip driving at our organization's standard rate of \$0.25 per mile, the total cost is \$720.	\$0	\$720	\$720
	Hosting a Regional Conference. The Project will fly in 2 personnel from Durham, NH and Bangor, ME for a Regional Conference to discuss the lessons learned from the project. For each person, the estimated round-trip airfare is \$450; two nights lodging @ \$45 per day is \$90; two days of meals at \$31.50 per day is \$63. Total cost for two people is \$1,206.	\$1,206	\$0	\$1,206
	Total Travel Costs	\$1,926	\$720	\$2,646
Equipment	Network Server. One GreatServer 2001 network server will be located at the project headquarters. The server will be the repository of the local information files and will manage the electronic mail communication among the sites. The server will have at least a 10 GB hard drive, 128 MB of RAM, and a magnetic tape drive for backup purposes. Cost: \$14,498.	\$14,498	\$0	\$14,498
	Network Router. A network router will be located at the headquarters site. The router will manage communications with external network and cost \$5,500 donated as in-kind contribution.	\$0	\$5,500	\$5,500
	Total Equipment Costs	\$14,498	\$5,500	\$19,998

Category	Description of Budget Item	Federal	In-kind or Matching	Total
Supplies	General Office supplies. Paper, pens and pencils, computer disks, laser printer cartridges, file folders, etc. are estimated at \$750.	\$750	\$0	\$750
	Personal Computers. Twelve personal computers will be installed, 1 at each of 12 sites, for public access to the network. Each computer will be configured with at least 128 MB of RAM, a 500 MHz processor, 6 GB hard drive, and a modem and will cost \$1,500. 12 units at \$1,500 is \$18,000 total.	\$18,000	\$0	\$18,000
	Laptop Computers. Twelve laptops will be donated as in-kind contribution for Project Coordinators, 1 at each of 12 sites. The laptops were purchased Jan. 1999 for \$3,750 per unit. Use value of the laptops will be calculated using the federal use allowance on existing equipment: (12 units) x (6.666% per year) x (the acquisition cost of \$3,750) x (the 1 year period of use) for a total of \$6,000.	\$0	\$6,000	\$6,000
	Total Supplies Costs	\$18,750	\$6,000	\$24,750
Contractual	Network Installation and Maintenance. A vendor will be competitively selected to install and provide 12 months of ongoing maintenance for the project's network. Installation will include the assembly and configuration of the computers and overall system testing. Based on inquiries to local vendors, it is estimated that 100 hours, at \$75 per hour, will be required for the installation contract is estimated at \$200 per month. Total cost: \$9,900.	\$9,900	\$0	\$9,900
	Independent Evaluation Consultant. An Evaluation Consultant will be competitively selected to work with project staff to provide support and project monitoring. Consultant will refine the evaluation plan, design the survey instruments, collect and analyze data, and prepare the final report. It's estimated the consultant will work 35 days at a rate of \$400 per day. Total cost: \$28,000.	\$28,000	\$0	\$28,000
	Total Contractual Costs	\$37,900	\$0	\$37,900

Category	Description of Budget Item	Federal	In-kind or Matching	Total
Other	Telephone service for help desk. 12 months at \$25 per month, total is \$300.	\$300	\$0	\$300
	Website Development. Webspectrum will contribute in-kind donation of 100 hours of development time for web site development to the project. Webspectrum charges \$100 per hour for this type of work for a total value of \$10,000.	\$0	\$10,000	\$10,000
	Onsite Volunteers. One welfare-to-work volunteer will work as a data entry clerk. The in-kind contribution volunteer will work 20 hours per week for 12 months. Based on our research of local labor market, the value of the volunteer's efforts is \$7.50/hour. The total value of the volunteer's services is \$ 7,800.	\$0	\$7,800	\$7,800
	Conference Materials. Handouts and name badges for estimated 250 attendees at Regional Lessons Learned Conference are estimated at \$10 per person for a total of \$2,500.	\$2,500	\$0	\$2,500
	Help Inc., Trainer. Help Inc., will contribute the time of one staff member to help train users to access the system. The trainer will work 20% of the time for 12 months . The trainer's salary and benefits are \$70,000 per year. The total value is \$ 14,000.	\$0	\$14,000	\$14,000
	Total Other Costs	\$2800	\$31,800	\$34,600

Total Direct Charges	<i><u>The sum of all the direct cost categories</u></i>	\$186,223	\$44,020	\$230,243
Indirect Charges	The Southern Rehabilitation Center applies an indirect cost rate of 22% to all direct cost categories. A copy of the Southern Rehab. Center's current negotiated indirect cost rate with the HHS Division of cost allocation is attached. Indirect Costs @ 22% =\$51,225.	\$40,969		\$40969
	Total Project Costs for year two of the project/budget period	\$227,192	\$44,020	\$271,212

6-Month Progress Report

Describes the completion of objectives and activities during the first 6 months of the current budget period (September 1, 2010 – February 28, 2011)

Expectations for 6-Month Progress Report

- Provide an update based on the objectives of your program.
- Focus on the 6-month period of September 1, 2010 through February 28, 2011.
- Describe major accomplishments.
- Describe any challenges/barriers you encountered and how they were addressed.
- If applicable, include the reasons that goals or objectives were not met and a discussion of assistance needed to resolve the situation.
- Report on any other significant project activities, accomplishments, setbacks or modifications (e.g., change in key staff, change in scope of work) that have occurred in the current budget period.

Expectations for 6-Month Progress Report

- Include sufficient detail that any one picking up the report could understand what you have been doing and what has been accomplished.
- Be sure to include challenges faced; brainstorm ideas to overcome those challenges.
- No specific length is required— just a solid level of detail and depth.
- Recommended template is not required; the requirement is to cover the bulleted points.

Example of Progress Report

Six-Month Progress Report
Grantee X; Grant #:xxxxx
September 1, 2010 – March 1, 2011 (six months)

Goal: Replicate xxx evidence-based program in 60 sites across xxx County.

<p>Objective: By August 31, 2010 ensure all facilitators are trained in the xxx evidence-based program model.</p>	<p>In Progress</p>	<p>By the end of the first grant year, we will have trained all 60 facilitators in the xxx evidence-based program model. To date, we have accomplished 75% of the activities under this objective. We searched for organizations that were certified to conduct training on the evidence-based program, had a conversation with each organization about the content and cost of their training, selected and entered into an agreement with xxx organization to conduct our trainings, and have conducted two of the four facilitator trainings. We're offering the same training four times to provide options in the location and timing of the training and to limit each training to no more than 15 participants. The remaining two trainings will be completed in May.</p>
<p>Activity: Identify and secure a trainer to conduct training on xxx evidence-based program.</p>	<p>Met</p>	<p>We identified three organizations that are certified to conduct trainings in xxx evidence-based program. We contacted each organization to learn more about the content and cost of their training. Each organization offered a 3-day training, but one organization also included 20 hours of follow-up technical assistance in their training plan. The cost estimates from the three organizations were similar. We decided that having the 20 additional hours of technical assistance from the trainer would be beneficial since this is a new program for all of our facilitators; therefore we selected xxx organization. We signed a contract with xxx organization to conduct four identical 3-day trainings for our facilitators and to provide 20 hours of follow-up technical assistance. It was agreed that our organization would take care of the logistics and registration for each training.</p>
<p>Activity: Conduct four 3-day trainings in the xxx evidence-based program for program facilitators.</p>	<p>In Progress</p>	<p>Training dates and locations for four 3-day trainings were secured: March 22-24, 2010 at the xxx community organization in City April 14-16, 2010 at the xxx community organization in City May 2-4, 2010 at the xxx community organization in City May 20-22, 2010 at the xxx community organization in City</p> <p>Trainings were advertised to the 60 facilitators who are implementing the xxx evidence-based program. Each training includes an overview of the program model, core components, and teaching philosophy; a detailed review of the activities included in the program; time for each participant to practice delivering the program activities; review of the fidelity monitoring tools; discussion about allowable adaptations; and review of the available evaluation tools (see Appendix A – Training Agenda). Training participants completed an evaluation form after the training. Results have been analyzed for the first two trainings and indicate that facilitators are confident in their ability to implement the program with fidelity as a result of the training.</p>

Work Plan

- Clearly outlines objectives and activities for Year 2 of your cooperative agreement
- Includes sufficient details to provide a clear picture of the program and activities

Work Plan Details

- The work plan should include the following information:
 - Name of the grantee organization
 - Goals
 - Objectives (SMART)
 - Rationale to support objectives
 - Activities and timeline for activities
 - Measurement of accomplishments
 - Person responsible for each task

Expectations of the Work Plan

- The work plan should be a working document.
 - It may be influenced by the results from pilot testing.
 - It should be updated based on new information or modifications that may occur during Year 2.
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Example of Work Plan

Goal I: Replicate xxx evidence-based program in 60 sites across xxx County .															
Objectives	Activities	Timeline											Measures of Accomplishment	Person Responsible	
		S	O	N	D	J	F	M	A	M	J	J			A
<p><u>Objective 1:</u> By August 31, 2011 ensure all facilitators are trained in the xxx evidence-based program model.</p> <p><u>Objective Rationale:</u> All facilitators need to be trained in the evidence-based program to replicate the program with fidelity.</p>	<p><u>Activity 1:</u> Research organizations available to provide training on the evidence-based program.</p>		X											Potential training organizations identified	Amy M.
	<p><u>Activity 2:</u> Secure contract with organization selected to conduct training.</p>			X										Written contract in place with organization	Amy M.
	<p><u>Activity 3:</u> Confirm training dates and locations for four 3-day trainings.</p>				X	X								Training dates and locations	Allison R.
	<p><u>Activity 4:</u> Collect registration information from 60 facilitators.</p>						X							Completed registration forms from 60 facilitators	Allison R.
	<p><u>Activity 5:</u> Conduct four 3-day trainings for facilitators.</p>							X	X	X				Training agendas, sign-in sheets, evaluation forms	xxx organization; Amy M. oversight

Submission Process

Due date for Year 2 non-competing continuation application submissions: May 31, 2011.

Two avenues available for submission:

- Grantsolutions.gov (preferred)
- Hard copies (mailed or hand delivered)

Do not submit through both mechanisms!
Please select one submission mechanism.

Emailed or faxed submissions will not be accepted.

Submission Process

Grantsolutions.gov

- Each grantee has a non-competing continuation application kit established in grantsolutions.gov.
 - Review grantee manual for tips to make submitting online easier.
 - Application is due by 11pm EDT on May 31, 2011.
 - You must still submit signature page in hardcopy to OGM.
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Submission Process

Hard Copies

- Submit 3 hard copies of the full continuation application.
 - You can find the forms for application on GrantSolutions.gov, through OGM, or on the OAH website.
 - Application must be mailed or hand delivered.
 - Application is due by 5pm EDT on May 31, 2011.
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Submission Process

Mail Hard Copies to:

Office of Grants Management
Office of the Assistant Secretary for Health
1101 Wootton Parkway, Suite 550
Rockville, MD 20852

Subject: OAH Non-competing Continuation Application

Emailed or faxed submissions will not be accepted.

FAQs

1. What if my agency uses a different work plan format for all of our programs?
 2. How can I find the required forms if I want to mail in a hard copy of the application?
 3. How early can we begin submitting our continuation application?
 4. School is ending in May and we have a lot going on in my agency. Is it possible to submit my application later than May 31st?
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FAQs

1. My evaluator wants to write the progress report for the evaluation efforts. Can she submit her section separate from the rest of the application?
 2. Is there a required length for the 6-month progress report?
 3. I am having problems finding out where to submit my continuation application on [GrantsSolutions.gov](https://www.GrantsSolutions.gov).
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Questions?